

NOTICE OF VACANCY OPPORTUNITY

An Invitation to Apply for the Position of Superintendent/Secondary Principal

The **Days Creek Charter School District Board of Directors** is seeking a Superintendent/Secondary Principal to lead a district where schools are the heart of the community and leadership truly makes a difference. This one-building rural PK-12 district offers strong local support, meaningful relationships, and the opportunity to guide a dedicated team committed to students and one another.



Location: Days Creek, Oregon | **Enrollment:** 230 +

Salary: \$130,000 to \$150,000 annually plus benefits | **Work Year:** 260 days

Total Compensation: Up to \$221,600 including salary, benefits, insurance, phone stipend

Closing Date: March 31, 2026 | **Start Date:** July 1, 2026

Discover what makes Days Creek Charter School special!

Click **[HERE](#)** for video!

MISSION STATEMENT

Inspire and develop LEARNERS, THINKERS and LEADERS

THE POSITION

The successful candidate must hold or qualify for an Oregon administrator license or be in the process of obtaining it. This is an opportunity to lead where your work is felt, your presence matters, and your leadership leaves a lasting legacy. Serving a one-building PK-12 district, the Superintendent/Principal works closely alongside the Elementary Principal/ Student Services Director to ensure cohesive leadership, strong instructional practices, and responsive student supports. For the right superintendent, this role offers more than a position - it offers the chance to lead with purpose, to build upon a strong foundation, and to make a meaningful difference in a community that values its schools and those who serve them. This is a place to grow, to lead, and to belong.

EXECUTIVE DIRECTOR TO THE CHARTER BOARD

In addition to serving as Superintendent/Principal, this position functions as the Executive Director to the Days Creek Charter Board. In this role, the Superintendent/Principal provides executive leadership and serves as the primary liaison to the Charter Board, which operates separately from the Douglas County School District Board. Responsibilities include attending and supporting Charter Board meetings, ensuring clear communication and alignment between the school's leadership and its governing board. Days Creek Charter School is a public school operated by a group of parents, teachers, and community members. The Charter Board meets on a regularly scheduled basis.



THE QUALIFICATIONS

This individual must be a strong educational leader who has the following professional experience and training:

Leadership & Vision

- Visible, engaged leader within the school and broader community.
- Builds strong, collaborative relationships with staff, families, and community partners.
- Articulates and leads a clear, student-centered vision focused on continuous improvement and academic growth.

Administrative & Instructional Experience

- Demonstrated success as an educational leader with classroom and administrative experience.
- Demonstrates a commitment to measurable outcomes and accountability while establishing processes that support ongoing staff improvement.
- Values and respects the contributions of all staff.
- Applies innovation and sound judgment to problem-solving and district improvement.
- Strong understanding of school finance, budgeting, and resource management.
- Builds effective partnerships with families, community agencies, and educational organizations.

Communication & Professional Practice

- Communicates clearly and effectively across audiences and platforms.
- Demonstrates transparency, accountability, and approachability.
- Builds trust and works effectively with the School Board of Directors and Charter Board of Directors.

Personal Attributes

- Models high standards of personal and professional integrity.
- Committed to visibility, collaboration, and relationship-building in a small, rural community.
- Effectively manages priorities and deadlines with minimal oversight.

THE COMMUNITY

Our district is located in a peaceful rural countryside where life moves at a thoughtful, unhurried pace. Surrounded by rolling hills, abundant wildlife, and open landscapes, the area offers a true sense of tranquility and connection to nature. Two-lane country roads with light traffic define the daily commute, creating a calm and scenic start and end to each day.

The nearby river feels like a backyard feature rather than a destination - perfect for quiet reflection, recreation, and enjoying the natural beauty of the region. Just minutes away, the 7 Feathers Casino and Resort provides dining, entertainment, and amenities, while the district's close proximity to the I-5 corridor ensures convenient access to larger communities, travel routes, and regional services.

This unique blend of rural charm and accessibility makes the area ideal for those seeking balance - where peaceful country living meets modern convenience. It's a place to slow down, breathe deeply, and enjoy a quality of life rooted in simplicity, beauty, and community.

THE DISTRICT

Though modest in size, this is a one building district with outsized impact - *small but mighty* in every sense. Small class sizes foster meaningful relationships and personalized learning, while a dedicated, collaborative team embraces shared responsibility, creativity, and continuous improvement. Staff wear multiple hats, not out of necessity alone, but out of commitment to the collective success of the district.

The district operates on a four-day school week and thoughtfully embeds professional development into the master calendar, reflecting a belief that strong systems support both excellence and well-being. Leaders here are visible, trusted, and engaged - working side by side with staff in a culture built on collaboration, respect, and school pride.

The Numbers Behind Our Story
Click [HERE](#) to see our AMAZING data!

Application Requirements

- Completed application
- Current resume
- Cover letter of interest
- Three to five current letters of recommendation
- Be willing to spend a half day on campus
- Have a current Oregon administrative license, or be eligible for the Oregon Reciprocal License, with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license
- Have successful experience as a teacher, principal, and /or educational leader with preference for leadership at the district level
- Have the ability to know and understand applicable Oregon education law
- Be willing to reside within a reasonable distance of the district and to be highly visible and engaged in the Days Creek community

How to submit an application:

Application packets are submitted through Frontline Recruiting & Hiring (link below). All applicants must submit a completed application, as well as upload the other application documents to the application portal.

CLICK HERE TO APPLY:

<https://www.applitrack.com/douglassesd/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=3475>

TIMELINE

CLOSING DATE: **March 31, 2026**

APPLICATION SCREENING: **April 2, 2026**

FIRST ROUND INTERVIEWS: **April 7, 2026**

FINALIST INTERVIEW & DISTRICT VISITATION DAY: **April 16, 2026**

FINAL SELECTION: **April 16, 2026**

PUBLIC ANNOUNCEMENT OF NEW SUPERINTENDENT/PRINCIPAL: **April 20, 2026**