



PARK ACADEMY

Associate Head of School

Position Description

POSITION SUMMARY:

Founded in 2005, Park Academy is a small independent non-profit school in Lake Oswego, Oregon that serves 90 students in grades 3-12 with dyslexia and other language learning differences. Our mission is to empower students with diverse learning challenges to reach their highest potential of giftedness, while excelling academically and becoming responsible citizens and community leaders.

We are seeking a licensed administrator with knowledge of dyslexia and other learning differences whose experience and expertise will add to the Park Academy program by executing the essential duties through this lens.

Because of our focus on dyslexia and related language processing difficulties, preference will be given to candidates with Orton-Gillingham or related training as well as experience in the creation and/or implementation of reading programming in school settings.

ESSENTIAL DUTIES:

- Provide a process for curriculum development and assist teachers in research and development of new curriculum
- Work with teachers on design and implementation of curriculum in specific content areas
- Facilitate review and revision of existing curriculum
- Coordinate academic and activity programs
- Review programs and teaching materials with teachers
- Provide oversight for technology research and development
- Review instructional strategies with teachers and coach best practices
- Observe classes and provide feedback and instructional supervision
- Research new staff development opportunities
- Research and implement in-person and on-line professional development as well as community education opportunities related to dyslexia and learning differences for parents and professionals in the Portland area

ESSENTIAL DUTIES (continued):

- Develop a school schedule in the context of teacher assignments and the targeted needs of students
- Meet with students about academic progress
- Review transcripts
- Work with teachers to identify the most effective assessment procedures and assessment instruments
- Meet with teachers to review assessment results and determine next steps
- Communicate with school district personnel
- Manage IEP development and implementation
- Complete accreditation documentation and meet with accreditation teams
 - AdvancEd (NWAC)
 - Northwest Association of Independent Schools
 - Oregon State Alternative Ed Certification
- Provide personal counseling for students
- Provide classroom coverage for absent teachers as needed
- Crisis management and conflict resolution
- Coordinate with psychologists, psychiatrists, and other medical and clinical practitioners who serve Park Academy students on a private basis
- Participate in interviews and selection of new staff
- Do reference checks on prospective teacher candidates
- Serve as Head of School in their absence
- Review all applications, psychological evaluations and other supporting documentation for prospective students
- Attend parent tours, present information, and conference with prospective parents
- Meet with teachers to determine mission appropriate students for admission
- Meet with Board of Trustees as needed and provide input

SPECIFIC SKILLS:

- Demonstrated success in school administration
- Demonstrated success working with parents and students with learning challenges
- Demonstrated success with interpersonal contacts and interacting with the community
- Demonstrated success in curriculum, instructional improvement, staff development, and financial management
- Demonstrated success in verbal and written communication skills

EDUCATION:

- Administrative License required
- Master's Degree required
- Orton-Gillingham training preferred
- Reading Endorsement preferred
- 5+ years of administrative leadership preferred

WORKING CONDITIONS:

- 12 months a year
- Requires some evening and weekends
- Park Academy has a comprehensive benefit program including medical, dental, vision, 401(K), EAP, and HAS.

APPLICATION GUIDELINES/CONTACT:

We are looking for the best fit for our program. This position will remain open until filled and we have a flexible beginning date.

To apply please submit the following: (1) A cover letter that reflects your passion for education and interest in Park Academy and (2) a curriculum vitae (CV).

Applications can be submitted directly to Fawn Morris, Executive Assistant via email at fmorris@parkacademy.org. For inquiries, you may reach Ms. Morris at 503.594.8777.

Park Academy is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.