



## EFL Associates

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## PARKER CORE KNOWLEDGE CHARTER SCHOOL

### VICE DIRECTOR POSITION SPECIFICATIONS

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#### CLIENT

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**Parker Core Knowledge (PCK)** is a premier P-8 charter school located in beautiful Douglas County, Colorado. **PCK** is the second oldest charter school in the county, founded in 1994. As a high-performing charter school with over 700 K-8 students and an additional 160 students in preschool and Junior Kindergarten, **PCK** has a strong reputation for academic excellence and rigor. The mission of **PCK** is to provide students with an academic advantage by developing a solid foundation of knowledge, skills and character. **PCK's** mission has been the guiding force in the school's success for the past 27 years.

The **PCK** staff sits just under 100 employees, with approximately 57 teachers, and various other support staff for classrooms, administration, lunch/recess, tech support and facility management. The school's leadership team consists of a School Director, Vice Director, and Preschool Director, along with a 10-member **Board of Directors** composed of seven parents elected for three-year terms, and three non-voting staff members, including the School Director, Vice Director and a Teacher Representative.

**PCK's** students are exceptional, consistently achieving some of the highest scores in Douglas County and the state of Colorado on standardized assessments. As a 2016 recipient of the prestigious National Blue Ribbon School of Excellence award, **PCK** is recognized among the top one-half of one percent of all schools in America. Within the state of Colorado, **PCK** has received the John Irwin School of Excellence every year since 2002, along with the Governor's Distinguished Improvement award on multiple occasions. Additionally, the school has a strong focus on character development, and received the 2017 National School of Character award for their commitment to character education for all students.

## THE OPPORTUNITY

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For succession planning purposes, the desired outcome is for the **Vice Director** to take over the leadership of **Parker Core Knowledge** after a two-year transition period. The **Vice Director** is responsible for supporting the School Director with the overall mission and vision for the school. Duties will include academic oversight, evaluation of staff, discipline and behavior management, along with various aspects of managing a large school operation. The School Director reports directly to the **PCK Board of Directors**, and the **Vice Director** will report to the School Director throughout the transition period. The **Vice Director** will engage with the **PCK Board** during monthly board meetings.

## THE PERSON

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**Parker Core Knowledge** seeks an experienced mission-driven leader with a passion for quality and excellence in education. This person should also possess a sharp intellect, strategic mindset, and strong work ethic. The ability to build and sustain meaningful relationships with staff, students, parents and other key stakeholders is imperative. Energy, enthusiasm and a growth mindset are also highly preferred. Finally, the ability to quickly grasp the current vision and mission of this organization, and navigate a successful two-year transition period in order to fully experience the essential processes that are well-established and sustain **PCK's** ongoing success.

## PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

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- A Master's degree in School Administration and a current Principal's license or current enrollment in a CDE-approved School Administration program that will lead to a Principal's license is preferred.
- Broad-based experience in either school administration, or a broad base experience and a demonstrated interest and knowledge in all the Core Knowledge content areas that make up the **PCK** program is required.
- An unwavering commitment to understand, internalize and perpetuate **PCK's** culture.
- Demonstrated understanding of the unique strengths, opportunities and challenges facing charter schools.
- Significant hands-on experience working closely with students in a school setting as an instructor, counselor, behavioral specialist, etc.
- Experience in developing and implementing school initiatives is required.
- Experience in leading and managing teachers and staff is highly desirable.
- Clear experience building a strategic plan and problem-solving for complex situations and needs.
- Proficient with the computer and most school-based technology.
- Experience with student data and analysis to support decisions and initiatives; Strong analytical and critical thinking skills.
- Strong oral and written communication skills, including public speaking, are essential.
- A strong business acumen, along with the ability to think strategically and systemically.

- Effective interpersonal skills needed to deliver feedback, discuss difficult topics, and handle emotionally-charged situations with calm, diplomacy and tact.
- Demonstrated ability to lead and motivate a team focused on achieving organizational goals, while maintaining core values, the school mission and vision.
- Adept at managing multiple tasks and priorities in a fast-paced environment.

## **PERSONAL CHARACTERISTICS**

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- A leader with unquestioned integrity and character while also exhibiting an approachable and humble persona.
- High personal standards and expectations around quality operations, educational excellence and strong student behavior/character.
- Capable, results-driven and hard-working individual who is also intellectually curious and able to contribute new ideas for continuous improvement of the organization.
- A problem solver; does not shy away from difficult decisions and is fair, equitable and data-driven in reaching issue resolution.
- Ability to work well under pressure and effectively handle difficult, sensitive situations and dynamics.
- Creative, solutions-oriented individual.
- Ability to maintain a high level of confidentiality and professional distance in relationships with parents and students.

## **PARKER, COLORADO**

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**Parker Core Knowledge** is located in the family-oriented town of Parker, Colorado. Parker is located in Douglas County, Colorado, and is situated approximately 30 minutes from the Denver-Metro area and 45 minutes from Boulder, CO. In 2020, Parker was ranked the 2nd Best Place to Live by Money magazine, and the 2nd healthiest community in America by U.S. News and World Report. Parker currently boasts a population of 50,000 residents who enjoy the town's unique Western-Victorian downtown area and hometown feel. It also offers residents a semi-arid, four-season climate with more than 300 annual days of sunshine per year.



Please refer to the following for more information about the community of Parker, CO.

- Town of Parker, Colorado [parkeronline.org](http://parkeronline.org)
- Downtown Parker Colorado [downtownparker.com](http://downtownparker.com)
- Parker Community & Business Directory [parkercolorado.net](http://parkercolorado.net)

## **COMPENSATION AND BENEFITS**

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The compensation range for this position is \$75,000 to \$95,000. Exact salary will be determined based on professional experience. **PCK** will offer the successful candidate a competitive benefits package, including medical, dental, vision, life, and disability insurance coverage, a retirement plan (Colorado PERA), and a generous holiday/paid-time-off policy.

## **APPLICATION PROCESS**

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EFL Associates, an executive search firm, is assisting the **PCK** with this important search. All calls and inquiries should be made through the search firm representatives listed below. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## **NON-DISCRIMINATION**

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Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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