



Executive Search Services

NOTICE OF VACANCY OPPORTUNITY

Invites applications for the position of **EXECUTIVE DIRECTOR**



The City View Charter School Board of Directors is seeking a dedicated, passionate and accomplished executive director to provide instructional and operational leadership beginning July 1, 2025. The successful candidate must embrace our mission to engage our children and the Hillsboro community in a rigorous and collaborative education approach that fosters inquiry and gives students responsibility for learning while embedding an ethic of service and a pursuit of excellence.

Location: Hillsboro, Oregon | **Enrollment:** 410-432 students

Salary: \$110,000-\$140,000 annually, plus benefits

Closing Date: March 31, 2025 | Start Date: July 1, 2025



The Position

The successful candidate must **hold or qualify for an Oregon administrator license.**

OUT-OF-STATE CANDIDATES

To ensure eligibility for an Oregon administrator license, direct inquiries to:
Oregon Teacher Standards and Practices Commission (TSPC),
Phone: 503-378-3586 | Fax: 503-378-4448 | www.tspc.state.or.us

The successful candidate will also have the following personal and professional qualities:

- Visionary leader with strong core values, committed to academic excellence and community engagement
- Personable and approachable, open-minded, respectful of all groups, and values diverse perspectives

- Instructional leader who fosters teacher growth, data-driven decisions, and continuous learning
- Well-organized administrator with strong budgeting and financial management skills
- Puts students first; committed to serving all students, fostering inclusivity and individualized student success
- Strong communicator and listener, building relationships with students, staff and families
- Empowering leader, motivating and developing a high performing team
- Culturally competent and equity-focused, ensuring and inclusive school environment
- Visible and engaged in the community, building partnerships with local businesses, and stakeholders
- Proactive and innovative problem solver, navigating challenges with creativity and resilience

The District



City View Charter School serves 410-432 students in a private preschool and a K-8 program. The school employs a staff of 23 licensed employees, 10

classified employees and 2 administrators. City View Charter School has a general fund budget of about \$4.1 million. The only charter school in Hillsboro, City View is a committed Expeditionary Learning Education school in the process of credentialing.

To learn more about the Charter School, visit the City View Charter School website:

[City View Charter School website](#)

The Community

Hillsboro is a city of more than 107,000 about 17 miles west of downtown Portland and within easy reach of the Oregon Coast Range and ocean beaches. Hillsboro, the Washington County seat, is known for its technology sector businesses.

For more information about the area visit:

[City of Hillsboro website](#)

[Washington County Chamber of](#)

[Commerce website](#)

Search Calendar

March 31, 2025

Close Applications

- **Feb. 24-March 31**
Review Applications
- **April 2-14**
Begin background checks
- **April 30-May 2**
Conduct initial interviews
- **May 8-14 (TBD)**
Finalist Forum in District
- **May 21**
Announce selection

July 1, 2025

Begin employment

Application Requirements

- Completed Application form
- Current resume
- Cover letter of interest
- 3-5 current letters of reference
- Copy of administrator license or proof of eligibility to obtain
- A statement about how you meet the qualities and qualifications set by the Board (in narrative form, no longer than 500 words)

Equal Opportunity Employer

City View Charter School provides equal opportunities in employment and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age, marital status, veteran status, genetic information, or disability in accordance with state and federal law. Consistent with the Americans with Disability Act (ADA), applicants may request accommodations needed to participate in the application process by contacting Vince Adams at 1-800-578-6722.

How to submit an application

Application packets are submitted at the link below.

All applicants will submit a candidate profile (completed when you create your Revelus account) and a completed application, as well as upload the other application material documents to the application portal.

The application packet must be submitted by 5 p.m. Pacific Time on March 31, 2025.

Click here to submit your City View Charter School Executive Director Application



More information regarding the position and the application process, contact:

Reggie Glenn, OSBA Board Development
administrative analyst

rglenn@osba.org | 971.458.3578 | 800.588.2800

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