



# ANNEX CHARTER SCHOOL

## ADMINISTRATIVE EMPLOYMENT OPPORTUNITY

### ANNEX CHARTER SCHOOL SUPERINTENDENT

Administrative TSPC License Required  
Completed Application Packet will include:  
State Application, cover letter, resume, & three letters of recommendation

SALARY  
\$90,000 - \$105,000 Annually/DOE  
*Full Benefits and PERS*

**To Apply:**

Email: [kristia.simmons@malesd.org](mailto:kristia.simmons@malesd.org) for an application. Or visit <https://www.malesd.org/HR/employment>

Send all materials to:  
**Kristia Simmons**  
[kristia.simmons@malesd.org](mailto:kristia.simmons@malesd.org)  
**363 A Street W**  
**Vale, OR 97918**

**Closing Date:**

Open until FEBRUARY 20, 2024

*Annex Charter School is an equal opportunity employer.*

# Malheur Education Service District

Code: CBA  
Adopted: 9/19/17  
Revised/Readopted: 5/18/21

## Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the ESD;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system or ESD.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the ESD's strengths.

## **General Functions**

1. The superintendent is the chief executive officer of the ESD and, under the direction of the Board, is responsible for control and operation of the ESD and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

## **Specific Functions**

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the ESD in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the ESD's chief administrative officer;
4. Serve as ESD clerk, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committees authorized by the Board;<sup>1</sup>
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the ESD's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of ESD operation;
11. Provide an ongoing program of communication to and from component districts, the community, staff and Board concerning ESD programs and services;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with ESD employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;

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<sup>1</sup> Review policy BDDC to ensure consistency.

14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel, review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the ESD staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all ESD employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board the appointment, renewal, contract extension, contract non-renewal, contract non-extension or dismissal of licensed ESD employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharges classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all ESD employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all ESD administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed, classified and other personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Maintain a continuous inventory of all ESD property, furniture, material and supplies;
27. Recommend plans for repairs to ESD property and for new construction and see that all plans adopted by the Board are properly executed;
28. Establish procedures to involve teachers, administrators, supervisory personnel and representatives from component districts and other citizens in the preparation and selection of courses of study and other instructional materials;

29. Recommend instructional materials, instructional supplies and equipment to be purchased by the ESD;
30. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the ESD and serve as custodian of all ESD funds;
31. Develop and recommend to the Board long-range plans for programs and services and financial resources that are consistent with population trends, ESD goals and component district needs;
32. Direct the ESD in its relationships with federal, state and local government agencies;
33. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the ESD;
34. Visit, as may be required, all ESD sites as a regular part of a schedule and institute and carry out such regulations as may be necessary to attain their efficient operation;
35. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
36. Have other powers and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125](#)  
[ORS 334.225](#)  
[ORS 342.121](#)  
[ORS 342.125](#)  
[ORS 342.143](#)

[ORS 342.173](#)  
[ORS 342.200](#)  
  
[OAR 581-024-0205 - 0310](#)  
[OAR 584-020-0000 - 0035](#)

[OAR 584-046-0003 - 0055](#)  
[OAR 584-080-0151 - 0153](#)  
[OAR 584-080-0161](#)