



# SCHOOL ADMINISTRATOR POSITION

## THE MAGELLAN CHARTER SCHOOL | SCHOOL ADMINISTRATOR SEARCH COMMITTEE POSITION DESCRIPTION; FEBRUARY 4, 2021

The Magellan Charter School, [<https://magellancharterschool.org/>] a 3-8 public charter school seeks a dynamic and accomplished leader to assume the position of School Administrator, beginning the 2021-2022 school year. The School Administrator will be responsible for all aspects of school leadership and administration, providing guidance and building on a strong culture to maximize the Magellan Charter School's capacity to fulfill its mission and vision and strong educational outcomes for our students.

The successful candidate will be an inspiring leader and strong communicator with a passion for the Magellan Charter School's mission and vision. She/He will have a demonstrated capacity in fostering a climate of excellence, driving innovation and delivering results. The School Administrator must possess strong interpersonal, organizational, financial, and operational skills with an ability to see the big picture, but willing to roll-up their sleeves to work alongside teachers, students, and parents. The ideal candidate will have prior administrative or instructional support facilitator experience in a school setting with a similar mission and community as The Magellan Charter School (Magellan).

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A successful School Administrator will have a demonstrated track record of excellence in building relationships with a Board of Directors, teachers, students, parents, and the school community at large. The School Administrator will carry the additional responsibilities and expectations of:

- Implement the strategic vision of the school as outlined by the BoD
- Attract and retain qualified teaching faculty;
- Produce academic outcomes that align to the school's mission;
- Report to the BoD at regular intervals on the status of the school's performance;
- Serve as the public representative of Magellan;
- Provide general management of all school operations, including safety and emergency response, communications and public relations, personnel selection and performance management, regulatory requirements, and facilities management.



## PROFESSIONAL QUALIFICATIONS

The successful candidate will have the following qualifications and experience:

- A bachelor's degree in education (BA or BS);
- A graduate degree in Education, School Administration, Administration or other related field of study (preferred);
- Current or prior classroom experience at the elementary and/or middle school level(s);
- Administrative or instructional support facilitator experience in a school setting with a similar mission and community as The Magellan Charter School.
- 5+ years in curriculum design and/or demonstrated understanding of instruction through classroom experience preferred;
- Track record of excellent student, staff, and community engagement;
- Demonstrated track record of recruiting, developing and retaining excellent personnel;
- Experience in budgeting, financial management, human resources management, information technology, and operations management;
- Understanding of the rules and regulations governing the financial accountability and reporting of charter schools.

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## DEMONSTRATED COMPETENCIES AND PERSONAL CHARACTERISTICS

Magellan has been designated an Honor School of Excellence since its inception in 1997. Although the state no longer awards this designation, Magellan has earned the distinction of scoring in the top 1% of the state since 2013. To continue this legacy, the School Administrator should possess the following competencies and personal characteristics:

- Advocate—A strong advocate for the Magellan Charter School's vision and mission
- Educator—An education specialist that is familiar with a broad range of philosophies and corresponding curricula and student motivation techniques
- Teacher's Partner—A hands-on/ shoulder-to-shoulder leader that expects and encourages others to achieve high standards
- Prudent—A prudent planner and administrator that understands his/her fiduciary responsibility to the Magellan Charter School
- Engaged—An excellent communicator that is both accessible and transparent
- Visionary—A visionary that can adapt to evolving environments yet continue to execute the Magellan Charter School's mission and vision.



## ABOUT MAGELLAN

Magellan was founded in 1997 on the premise that learning should be a dynamic process that is on-going, interactive, and engaging. We are currently home to approximately 400 students in grades 3-8.

At Magellan, students journey through their middle grades in a comprehensive program that balances exploration, collaboration, direct instruction, and experiential learning. Twenty-first century skills are creatively embedded into everyday learning as students are taught to think critically, problem solve, collaborate, empathize, and communicate effectively.

By fostering empathy and embracing diversity we build strong, long-lasting relationships among students, parents, faculty, and community.

## MISSION

The mission of the Magellan is to provide a challenging intellectual journey for highly motivated students.

## VISION

The vision of the Magellan Charter School is to establish a model academic community.

## WE BELIEVE IN

- Planning and decision-making based on student needs and learning outcomes.
- Academic grouping in order to provide a challenging and engaging curriculum for every student.
- Maintaining a small-school environment with low teacher-student ratios.
- Teaching mutual respect, along with social and personal responsibility.
- Building strong, long-lasting relationships among students, parents, faculty, and community by fostering empathy and embracing diversity.
- Providing experiential, collaborative, and hands-on opportunities in order to promote lifelong learning.
- Teaching our students the communication and life skills to be successful leaders in our global community.

Based on our performances on End of Grade testing, the NC Department of Public Instruction has designated Magellan an Honor School of Excellence since its inception in 1997. Although the state no longer awards this designation, Magellan has earned the distinction of scoring in the top 1% of the state since 2013.

To find out more about Magellan, visit our webpage at <https://magellancharterschool.org/>



## HOW TO APPLY

Magellan is an Equal Opportunity Employer: diverse candidates are encouraged to apply.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or abilities required and does not represent an exhaustive list of requirements or responsibilities. Other duties may be assigned that are not listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A highly competitive compensation and benefits package (commensurate with qualifications and Experience) will be provided to the successful candidate. Qualified candidates interested in this opportunity are invited to submit a resume and other supporting documentation by attachment and in WORD or PDF to:

BARRY ROWLAND

Senior Search Consultant

E-mail: [barry.rowland@carneysandoe.com](mailto:barry.rowland@carneysandoe.com)

Tel: 416-656-6415