

**MOSCOW CHARTER SCHOOL
NOTICE OF VACANCY**

PRINCIPAL/ADMINISTRATOR

Moscow Charter School (MCS), Idaho's first charter elementary school, seeks a dynamic and experienced Principal/Administrator. MCS, located in Moscow, Idaho recently celebrated our 11th Anniversary. The successful candidate will be responsible for ensuring execution of the instructional and philosophical elements of our charter, and work collaboratively with a volunteer Board of Directors. Please visit our website <http://www.moscowcharterschool.org/> for more information about the school.

Position Duties

The school Principal/Administrator is assessed by her/his demonstrated ability in:

- Providing educational leadership
- Advancing initiatives that support student learning and development
- Personnel management
- Facility management and safety
- Fiscal, records, and resource management
- Establishing and maintaining public relations initiatives with stakeholders, community members, legislators and the statewide charter school community.
- Maintaining a successful and productive relationship with the Board of Directors

Qualifications

Required

Master's degree or higher

Experience teaching in k-8 setting

Experience as a principal or building administrator

Possess a valid Idaho Administrator Certificate with a Principal endorsement

Highly Desirable

Experience leading a charter or private school.

Excellent leadership, communication and mentoring skills

Ability to understand and relate to student needs

Experience working with volunteer boards and parent interest groups

Budgeting and fiscal management skills

The Moscow Charter School is an affirmative action, equal opportunity employer. **The position is open until filled, however screening begins on June 30, 2010.** Interested applicants should submit the following:

1. A curriculum vita/resume
2. A letter of interest specifically addressing the required and desired qualifications
3. Evidence of degrees and certifications

4. The names and contact information for at least 3 references

Electronic submittals strongly encouraged: office@moscowcharterschool.org

OR send your application to:

Moscow Charter School
Attention Principal/Administrator Search Committee
1723 East "F" Street
Moscow ID 83843

Questions about the position may be directed to Christian Wuthrich, 208-596-5067 or cwuthrich@moscow.com