Our Mission

The mission of Promontory School of Expeditionary Learning is to provide a rich educational environment that views learning as an Expedition and uses the study of Great Thinkers to cultivate the value of excellence and the love of knowledge.

Using investigation and discovery to make connections to ideas and our community, we empower children to embrace challenge, act with humanity, and become the Great Thinkers of the 21st century.

Our Vision

We believe that all children can and want to learn, and we prepare our students to become knowing inquirers and participants in their own learning.

In meeting our mission, we set high expectations for student achievement and provide the necessary support to enable each and every student to achieve these expectations.

Promontory School of Expeditionary Learning emphasizes active learning, literacy, character growth, and teamwork through:

- **Learning Expeditions** - in-depth investigations of important subjects that mirror real life challenges, and
- **Studying Great Thinkers** - significant experts, both living and historical.
Promontory School of Expeditionary Learning

Director

Job Description

Promontory School of Expeditionary Learning is a K-8 Utah Charter School in Perry, which is a small town about 50 miles north of Salt Lake City. The school employs 21 certified teachers, 22 instructional aides, an art teacher, a choir teacher, an orchestra teacher, a P.E. teacher, an Adventure Coordinator, a 3-person library staff, and a 5-person office staff.

Promontory School of Expeditionary Learning applies the EL Education model to engage students in semester-long learning units (termed “Expeditions”) that support in-depth study integrated across all disciplines. Also vital in the EL Education model is engagement of students in developing the core “Habits of a Learner” that result in students who became leaders of their own learning.

Promontory School of Expeditionary Learning is searching for a Director for the fiscal year beginning July 1, 2020. The Director’s role is to advance the vision and mission of the school, and to promote, through leadership and example, the school values of respect, integrity, service, excellence, family, adventure, and responsibility. The Director reports to the school’s Board of Directors.

JOB RESPONSIBILITIES

Budget management

● Attend the school’s Finance Committee meetings.
● Under the direction of the School Board, collaborate with appropriate staff and the Finance Committee to develop the annual budget, which will support and promote the school’s mission and values.
● With the Finance Committee and Board of Directors, set compensation for teachers.
● Oversee the financial health of the school, ensuring accurate accounting and annual auditing.

Personnel development, management, and evaluation

● In collaboration with the School Board and the Hiring Committee, oversee all matters relating to employment of personnel, including:
  ○ Hire faculty members who indicate great potential to teach using EL Core Practices and fulfill the vision and mission of Promontory School.
  ○ With the Instructional Coach, implement training for new and existing teachers, assisting those in alternative paths to licensure and those in need of re-licensure.
  ○ Instigate a program to ensure faculty and staff are regularly shown appreciation.
● Mentor, lead, and inspire faculty and staff to ensure student achievement through compliance to the Promontory Charter and EL Core Practices.
● Develop a systematic approach to evaluation of the effectiveness of teachers and support staff.
● Supervise and evaluate clerical staff.
Educational leadership

- Inspire a culture of respect and equity in the students and staff.
- Unify diverse constituencies toward fulfilling the mission and vision of Promontory.
- Collaborate with the Board of Directors in fulfilling the mission and vision of Promontory.
- Ensure a stimulating environment for students, staff and families.
- Foster a culture of accountability and high academic achievement and growth.
- Lead initiatives to support and challenge all students, regardless of where they are on the academic spectrum, through rigorous and creative differentiation strategies.
- Seek and leverage technology to transform teaching and learning in positive ways.
- Uphold status as an EL Education school:
  - Continue work toward a high level of student growth toward proficiency across all subjects.
  - Implement and monitor Habits of a Scholar (student character).
  - Support the continued growth of students in creating high-quality products.
  - Manage and maintain a positive partnership with EL Education through effective communication with the assigned School Designer, leading to:
    - Professional development for teachers
    - Site seminars
    - Classroom visits
    - Peer observations
- Maintain high performance on EL Education’s implementation review.

Student performance evaluation

- Use student achievement data effectively to refine and constantly improve students’ learning and character development.

School safety

- Ensure a safe environment, both physically and emotionally, for students, staff and families.
- Oversee safety, security, and risk management policies and procedures.

Additional Responsibilities

- Build and strengthen relationships with and among Promontory’s constituencies.
- Under the direction of the Board of Directors and in collaboration with appropriate staff and committees, initiate, plan, and implement fundraising efforts including grant-writing.
- Oversee school sponsored events, parent-teacher conferences, and assemblies.
QUALIFICATIONS

Preferred Experience:
- Has at least 4 years proven experience in education including curriculum or program development, implementing accountability measures and professional development in support of high-quality instruction
- Classroom experience in a K-12 setting
- Demonstrated and proven experience and competence in working with operations, finance, budgets, and financial planning
- Demonstrated and proven leadership experience
- Demonstrated record of developing talent in teams
- Proven track record and driving high student achievement and growth
- Previous experience leading in elementary school
- Previous working experience with EL Education
- Has positive experience with a Board of Directors or similar governance models

Compensation
- Salary to be determined based on skill and experience
- Medical benefits
  - Choice of traditional health insurance OR an HRA (Health Reimbursement Account)
  - Dental Insurance
- Life insurance
- Retirement Plan (401k)
- Personal Leave

Application
- Please send cover letter and resumé to:
  Amber Edelman, Board Chair
  aedelman@promontoryschool.org