

**Willow Creek Academy**  
**An Award-Winning K-8 Public Charter School**  
**Sausalito, California**

Willow Creek Academy (WCA), a K-8 public charter school, seeks a dynamic and accomplished leader to assume the position of HEAD OF SCHOOL beginning in June/July 2019. The HEAD OF SCHOOL will be responsible for all aspects of school leadership and administration, providing vision, guidance, and building on a strong culture to maximize WCA'S capacity to fulfill its mission and vision with strong educational outcomes for our students.

The successful candidate will have a demonstrated capacity in fostering a climate of excellence, driving innovation and delivering results. The Head of School must possess strong organizational, financial, operational and interpersonal skills with an ability to see the big picture, and be willing to roll-up their sleeves as needed.

Founded in 2001 WCA was created with a philosophy and belief that inquiry driven, project-oriented student learning would provide District residents, as well as out of District families, opportunities to participate in their children's education. Starting with 37 students in grades kindergarten through fourth grade in September 2001, Willow Creek grew over the next several years to a population of 407 children enrolled in the 2018-19 academic year. The first eighth grade class graduated in June, 2006. Our graduates are now having successful experiences in a variety of public, independent, and parochial high school settings.

Several features distinguish the Willow Creek Academy charter school experience:

- Parent involvement is highly encouraged. This support can be manifest in a variety of ways from working in the classroom to driving on field trips to assisting at fundraising events.
- Willow Creek is the beneficiary of an extraordinarily diverse student body. There is no significant majority of any specific socio-economic group. As a result, students of a variety of backgrounds and beliefs learn to work together and support each other.
- Parents, students and staff have a strong voice in the direction the school will follow. Working together, the Head of School, the Willow Creek Board of Directors, parents and staff, and at times students, collaborate to shape the WCA experience to ensure a vibrant learning community that Sausalito Marin City families desire.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

## Our Vision and Mission:

**Vision:** Willow Creek Academy graduates become curious, passionate people who positively impact their families, communities and the world.

**Mission:** To teach our children to be courageous and innovative thinkers by challenging them with rigorous academics that integrate the arts, culture and our environment as tools to generate understanding.

## Our Community: Strength In Diversity

WCA is a public charter school serving students in Kindergarten to 8th grade living in Sausalito and Marin City. In addition to being a public school, Willow Creek is also a 501(c)(3) non-profit organization. Some WCA students transfer in from outside of the Sausalito Marin City area. Class sizes range from 20-24 (grades K-4) to 24-26 (grades 5-8).

The following shows the 2017/18 demographics

— Enrollment by Ethnicity Chart Data		
Ethnicity	Enrollment	Percent
African American	41	10.0%
Asian	38	9.2%
Filipino	5	1.2%
Hispanic or Latino	112	27.3%
White	171	41.6%
Two or More Races	44	10.7%
<b>Total</b>	<b>411</b>	<b>100.0%</b>

## Curriculum: Whole Child Development

WCA offers a project-based, inquiry-driven approach with a goal of true understanding. We are committed to the mastery of Common Core State Standards and Next Generation Science Standards while supporting our students' social-emotional needs as a basis for academic achievement.

## Support Programs:

Restorative Justice is an integral part of our culture and community while we emphasize global citizenship, media literacy, arts integration, and “learning inside and out.”

Assistant Teachers are provided in grades K, 1, and 2. Primary Intervention Specialist and Content Specialists in Mathematics and Language Arts support our teachers to help maximize achievement. Technology is used as a tool for enrichment/intervention. The school also offers an after school program and enrichment classes which are free for low-income families.



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## Community Partnerships

Sausalito Arts Festival  
Sausalito Woman's Club  
Bay Model Visitors Center  
The Marine Mammal Center  
Marin Country School Volunteers  
Bay Area Discovery Museum  
The Marin Humane Society  
Sausalito Historical Society

## Strategic Plan Priorities:



## HEAD OF SCHOOL RESPONSIBILITIES:

### INSTRUCTIONAL LEADERSHIP

- Provides educational leadership in curriculum development and in the instructional program.
- Uses data analysis to ensure that the needs of all students are met, including student preparation for the next grade level and/or post-graduation.
  - Ensures that students' learning time is maximized.
  - Ensures a strong instructional program for all students.
  - Ensures that all students experience have continued academic growth/ and improvement.



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### **STRATEGIC LEADERSHIP**

- Works with the Board of Directors to ensure that the school vision, mission, and goals are aligned with student achievement.
- Aligns and leverages budgets, and resources to achieve school and district goals.
- Leads the development and achievement of a shared vision of student success and implements strategies for improvements and changes accordingly

### **CULTURAL LEADERSHIP:**

- Establishes and builds a culture of collaboration which includes all stakeholders, involves shared leadership, and focuses on student achievement.
- Celebrates and honors successes
- Designs structures and processes that result in parent and community engagement, support and ownership for the school.
- Balances a sense of urgency to achieve school and student goals while maintaining a supportive and positive school culture.

### **HUMAN RESOURCES LEADERSHIP**

- Recruits, hires, assigns, evaluates and retains highly effective staff.
- Builds capacity through the evaluation process coupled with strategic professional growth and development.
- Works with staff to set student, community and school focused goals.
- On a yearly basis evaluates staff according to student success and other factors included in the goals.

### **MANAGERIAL LEADERSHIP**

- Works with the Board of Directors and the Sausalito Marin City School District staff to sustain a safe, efficient, clean, and well-maintained school environment that supports student learning.
- Designs and utilizes communication systems that focus the staff and school community on student success.
- Is proactive in anticipating, of, responding to, and identifying solutions for opportunities and challenges.
- Develops and enforces high expectations, effective structures, rules and procedures to for students and staff.
- Designs protocol and processes in order to comply with federal, state and district mandates.

### **Community Leadership**

- Attend District School Board meetings and events to foster a culture of engagement among students, parents, and other community stakeholders;



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- Develop constructive partnerships with parents and families to engage them in everyday activities and leverage their areas of expertise in supporting the whole school community;
- Build strong relationships with all internal and external stakeholders, ensuring a common understanding of the school's vision for student success.

**PROFESSIONAL LEADERSHIP AND GROWTH**

- Models personal and professional conduct (ethics, integrity, justice and fairness) and expects the same behaviors from others.

**Board Relations**

- Works collaboratively with the board
- Informs and advises the board
- Works cooperatively with the board
- Maintains an active personal professional growth plan.

**DESIRED SKILLS AND EXPERIENCE**

- At least three years of proven school leadership experience marked by team building, personnel management and financial management
- Familiarity and understanding of charter schools
- At least five years of experience as a classroom teacher at the elementary and/or middle school level
- Master's degree in education and/or credential in education administration preferred
- Visionary Leader who has the ability to balance a sense of urgency to achieve goals with a kindness and compassion necessary to maintain a positive climate
- Effective communicator who can build the trust of the school and district community
- Relationship builder who fosters ongoing and productive relationships with staff and students, community representatives and local organizations.

**OPPORTUNITIES AND CHALLENGES**

Our vision for the future is based on our mission and the goal of delivering a challenging and innovative educational program that is accessible to all Sausalito and Marin City students. The SMCS D's Board will be addressing equity in education over the next year and the WCA Board, being committed to a desegregated Sausalito Marin City School District is looking forward to those discussions and remedies.



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We face some unique challenges and opportunities in the next few years. To address these challenges, collaboration between the two schools and their leadership will be essential. The Head of School will work closely with the WCA Board to assess the opportunities to implement a lasting solution that ensures an equitable educational opportunity for all students in the District. As we look forward, it will be important for the continued success of WCA that the new leadership has a collaborative and inclusive relationship with the educational leadership at the public school, Bayside Martin Luther King Academy. Communication and participation in this process of integration will ensure an inclusive and strong academic culture and future for the school.

*Willow Creek Academy 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This is an extraordinary opportunity for an exemplary leader. A highly competitive compensation and benefits package [commensurate with qualifications and experience], and relocation assistance will be provided to the successful candidate. Qualified candidates interested in this opportunity are invited to submit a resume by attachment and in WORD or PDF to:

**BARRY ROWLAND**  
**Senior Search Consultant**  
E-mail: [barry.rowland@carneysandoe.com](mailto:barry.rowland@carneysandoe.com)



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