



PRINCIPAL OPPORTUNITY PROFILE



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OVERVIEW

Creekside is devoted to discovering the untapped potential of every student.

Founded by parents to meet the needs of their children, The Creekside School located in San Jose, California is a nonprofit 501(c)(3), year-around nonpublic and private school dedicated to serving students with autism from 1st grade to young adults.

Currently Creekside has twelve students, ages 8-17. Since its founding in 2006, Creekside has labored to provide the best education for the whole child to the Silicon Valley area. The waiting list and need to provide this type of program is extensive.

GUIDING PRINCIPLE

Anyone can learn once we learn how to teach them

Guided by this simple premise each student's unique set of interests, strengths and needs drive the development of their comprehensive program. Active collaboration between professionals and families allows Creekside to gain a greater understanding of the student.



ORGANIZATIONAL CULTURE

The Creekside team conducts themselves with integrity, collegiality and a deep commitment to being “on mission” with a spirit of gratitude, anticipation and excitement based on the impact Creekside has in changing lives. The staff recognizes that Creekside is an entrepreneurial (requiring a level of independence), invigorating, inspiring and unique workplace that provides an environment of competence, passion and potential. The team recognizes this is a tough assignment but are committed to the hard-working, close-knit, and fervent group, who is highly motivated, and carries out their work with excellence.



The team works towards a culture of being unified and integrated with the freedom to innovate and improve. People feel free to talk to each other about problems and areas for improvement. Challenging ideas are perceived as positive. The team is welcome to give input to decisions, and their input is sincerely considered. This is a culture of “all hands helping.” This is not a political environment. As a result, the group consistently works on being transparent, open, and creating a climate of trust.

THE FUTURE

Creekside envisions extending this philosophy to their proposed new campus in the Silicon Valley area which will offer the same proven, high quality, one-on-one instruction and therapies, thus allowing their students to gain confidence and become more independent as they broaden their communication skills.

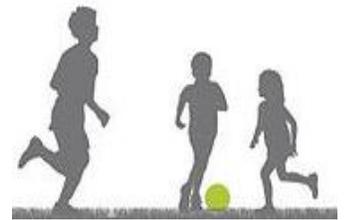
With the support from the city and surrounding school districts, Creekside has plans and funding in place to purchase and build a state of the art facility to serve up to 60 students and their families. Further, under the leadership of the Head of School and Board, plans include programs for preschool and older students (those “aged out”) as well as occupational readiness programs.





CREEKSIDE POPULATION

The population served are those on the Autism spectrum who have the most profound learning and adaptive behavioral challenges, primarily due to their communicative and sensory regulation needs. Most of the students are Augmentative and Alternative Communication (AAC) device users and require a high level of support from educators and therapists to meet those needs.



PROGRAMS

The Creekside School, with an approximate 2:1* staff/student ratio, was founded by parents to meet the needs of their children while respecting their individuality. The Creekside School's primary philosophical foundation is based in the DIR®/Floortime™ which focuses on recognizing students' unique and special learning differences. Outside of utilizing this primary methodology, The Creekside School takes an eclectic approach using a variety of educational and progressive approaches.

*Some students require 1:1 support for specific activities or during difficult periods of time (across days or months), so are staffed to have 1:1 support to meet these needs.

[Read more](#)

Teaching to the Individual

Each student's team consists of a Special Education Teacher, a Speech-Language Pathologist, an Occupational Therapist and highly skilled Teaching Assistants. The Creekside School supports the individual needs of each student by utilizing a highly collaborative approach.





Academics

The Creekside School is a functional skills program leading to a certificate of high school completion.

Speech and Language Services

Speech and Language Pathologists address each student's receptive and expressive language skills.



Occupational Therapy

Occupational Therapists address each student's ability to use their senses effectively to regulate their response to the environment around them.

Community Based Instruction

The Community Based Instruction (CBI) program is an essential part of the school curriculum, benefiting students by providing real experiences in the local community.

Physical Education

The Creekside School PE program focuses on the fundamentals of a variety of team based and individual sports and fitness activities.



Music Therapy

The Creekside School offers music therapy on Tuesday and Thursdays. A registered music therapist works with students individually and in small group music sessions.



Animal Assisted Happiness Program

The Creekside School partners with Animal Assisted Happiness and The Achiever Christian School to provide an inclusive experience for students on campus twice per month.





WHAT THE STAFF SAY ABOUT CREEKSIDE . . .

"...We are highly dedicated to our school community—we see firsthand and remarkable advances in our students—I like being a part of that..."

"...We serve as champions of our programs and champions for our students..."

"...We are 'whole-child' (and whole family) focused, and intentional about embracing the individual child..."

"...We are looking for someone with an innovative and energetic spirit whose best work is ahead of him or her..."

"...because of our vision (expanding to 60 students) we want someone who sees the future and can lead us there..."

"...We are deeply passionate about this population and the potential of our students—we are realistic as well..."

"...We have a generous budget and are limited only by our ideas and imagination..."

"...This would be a dream job for someone who wants to build a school and run with it..."

"...I love the focus on individualized programs—we have the luxury and encouragement to design a student's program to give the best opportunity to succeed..."

"...we are allowed an eclectic approach—room for innovation; our population greatly benefits from both in-classroom and out of classroom functional skill opportunity; we have solid community partners who welcome our students to be at their place of business..."





THE POSITION

The Principal will oversee and support the daily operations of the school and other personnel responsibilities. He or she will be the on-site school program administrator and will report to the Head of School.

Overview

The Principal provides the leadership and management skills necessary to maximize the efforts of teachers and students and to foster a warm and positive environment which is conducive to personal growth, student achievement, and enriched lives. The Principal's responsibilities include being a servant leader ensuring rich and successful academic programs, maintaining safety of school environment, coordinating assigned school activities, providing support to the faculty and staff, assisting students to modify behaviors and develop successful interpersonal skills, and ensuring effective communication and strong relationships with the students, parents, faculty, and staff.

Responsibilities

Administrative Expectations

- Overall leadership of the educational program at Creekside, including the development and implementation of curriculum, therapies and other interventions.
- Consistently upholds and advances the mission of Creekside and its educational philosophy.
- Meets weekly with the Head of School to ensure alignment.
- Conducts annual job performance reviews for educational staff.
- Organizes and supervises a comprehensive program of complimentary and extracurricular activities to complement and support the Core Curriculum Content Standards, Philosophy and Mission of the school.

Student Life Expectations



- Builds and maintains strong relationships with all students and families, helping to foster a high degree of trust and respect.
- Is highly visible on campus, in classrooms, and at events that involve students and families.
- Keeps the Head of School fully informed on student issues and all other relevant matters pertaining to school life.
- Oversees the scheduling and registration processes.
- Works with the Administrative Assistant to maintain complete academic records on all students.
- Works with the teachers to help coordinate retreats, class trips and various social events.
- The Principal, along with Head of School, evaluates prospective students to determine appropriate placement.
- Maintains student behavior management plan and follow through with correspondence record keeping relating to the behavior management plan.
- Provides and supervises in a fair and consistent manner, effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school.
- Files all required reports regarding violence, vandalism, attendance, and discipline matters.
- Oversees Admissions to coordinate new student orientation.
- Works with staff to ensure enforcement of rules listed in the student/parent handbook.
- Maintains and updates the student/parent handbook.
- Schedules parent/teacher conferences and maintains records and correspondence relating to parent conferences.

Teacher Life Expectations



- Builds and maintains strong relationships with all faculty and staff, helping to ensure a high degree of trust and collegiality across all levels of the Creekside community.
- Works as part of a team, ensures that all faculty and staff have a voice that is valued and considered.
- Thoroughly understands best teaching practices/philosophies (primarily Floortime/DIR) and effective uses of technology in the teaching and learning process. Helps to create an environment that will pique students' natural curiosity.
- Promotes a strong culture of growth and best practices through high quality professional growth opportunities and opportunities for collaboration.
- Helps recruit and interview prospective faculty.
- Orients and assists new faculty and staff members.
- Evaluates teachers and makes recommendations to the Head of School regarding the hiring, retention, and assignments of faculty members.
- Develops and maintains a mentoring program for new teachers.
- Is a visible presence in all areas of the school.
- Serves as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.



Parent Expectations



- Provides quick and helpful responses to parents (initial contact within 24 hours) through positive, customer-service oriented relationships.
- Oversees composition of daily online messages/updates parents.
- Appropriately communicates school expectations of parent partnership, collaboration, and protocol when necessary.
- Ensures effective communication of all events and functions.



PROFESSIONAL AND PERSONAL QUALIFICATIONS

Required Credentials

- Education Specialist Instruction Credential.
- Administrative Services Credential.
- Master's degree in a related field preferred.
- Extensive training in writing and implementing Positive Behavior Intervention (this is necessary to write/coach others/facilitate behavior intervention plans).

Preferred Credentials

- Multiple Subjects.
- Experience and/or understanding/familiarity with DIR/Floortime.
- BCBA Certification.

The successful candidate for this position will ideally possess many of the following professional and personal qualifications:

- A collaborative and servant leadership style.
- A true and evident passion for working with special needs students.
- An ability to unite the members of the faculty/staff team.
- An ability to work effectively with parents in a manner consistent with Creekside's principles.
- A strong background in special needs (ideally, DIR/Floortime, yet an understanding of diverse philosophies) curriculum and student development. Preferably, previous involvement with a Professional Learning Community (PLC).
- At least seven years teaching experience with measurable administrative experience within a Special Education role.
- Excellent written and verbal communication skills, including the ability to effectively present to large groups of people.
- Strong interpersonal skills and a proven ability to work effectively with parents and volunteers.
- Patience in all situations and ability to utilize effective conflict resolution skills.
- A life-long learner, and encourages others to be likewise.
- Creates a stimulating climate for people to work individually and together to accomplish complex goals.
- Maintains confidentiality and security of information.

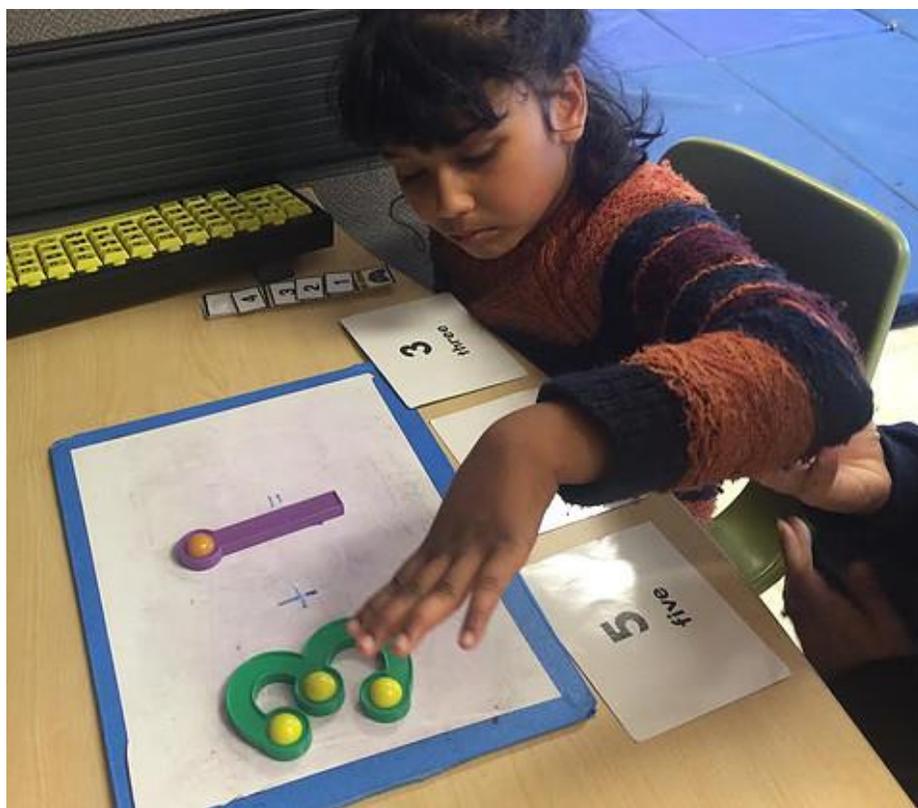




- Ideally has been at a school with parents having high expectations and significant involvement.
- A visionary leader who is focused on educational improvement and has played a key role in growing a dynamic program.
- Is both a team player and a participative leader who is capable of mentoring other leaders, building teams, and creating a supportive work environment.
- Is open, honest and has integrity.
- Willingly confronts problems and has good conflict resolution skills.
- Has experience effectively hiring, mentoring, disciplining, and terminating.
- Is proactive in planning; meeting deadlines.
- Is experienced and strong in preparing and managing budgets.

TERMS OF EMPLOYMENT

Twelve Months with paid school closure time (approximately 19 days) and one week (5 days) of flex time to be taken during school closure days. Administrators also accrue two weeks (10 days) of vacation annually that carries over from year to year. (Accrual is capped at 240 hours). A generous compensation and benefits package is available commensurate with experience.





THE SEARCH AND SELECTION PROCESS

If you know someone who has an interest and meets most of the requirements described in this profile, please feel free to suggest that person for consideration and/or forward this information. **Please request they forward their resume to tim@ardentsearchco.com.**

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To explore this position, please contact:

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