



JOB ANNOUNCEMENT

Nevada Classical Academy Elko is accepting applications for the following:

- Position Title:** School Leader
- Annual Salary:** TBD – Base salary of \$100,000 plus increases for years of experience and education. PERS retirement included, along with medical, dental and vision coverage.
- Beginning Date:** This position will start approximately July 1, 2024, which is a year in advance of the anticipated opening date of the school. 230-day contract.
- Application Deadline:** May 1, 2024
- School Information:** NCAE will begin as a K-3 Elementary School with the eventual intent to expand to a K-12 school. The beginning anticipated enrollment is approximately 113 students. The school will use classical education curriculum provided by Hillsdale College. The purpose of a classical education is to develop wisdom and virtue within students, so they become lifelong learners capable of mastering subjects with the tools they have acquired, and become active citizens engaged in building, sustaining, and transforming the social fabric of their communities.
- Description:** We are looking for an exceptional person that will inevitably shape the school's identity by his or her own strengths, interests, and personality. The school leader must possess five essential qualities. First, the intelligence and constitution to handle the weight of the job. Second, the moral character to be firm, kind, prudent and just. Third, intellectual curiosity and a love of learning. Fourth, a strong work ethic, high degree of energy and the ability to multitask. Fifth, the humility to improve from feedback and take on any task no matter how menial.

Duties and Responsibilities

- Provides general management of all school operations, including academic, financial, personnel, regulatory, and facility areas.
- Observes teachers at defined intervals, documents results, and provides feedback as mentor and supervisor.



- Reports at regular governing board meetings on the status of operations and plans for upcoming activities.
- Represents the school as the senior executive leader in interactions with the public, the school constituencies, the authorizer or accreditor, and other government agencies.
- Emphasizes interaction with students, and provides internal perspective for correct decision-making.

Qualifications:

- A valid teacher's license issued pursuant to chapter 391 of NRS with an administrative endorsement; and
- A master's degree in school administration, public administration, or business administration; or
- At least 5 years of experience in school administration, public administration or business administration and a baccalaureate degree.
- Classroom instructional experience.
- Fingerprint, background check, and other clearances required by law.

Application Procedure:

To be considered, the candidate must complete and return:

- A letter of interest addressing specific competencies for the position
- A resume with employment and educational background
- A copy of both sides of required degree credentials
- Three (3) recent letters of reference, written within the last 12 months

For more information visit our website at <https://www.nevadaclassicalacademyelko.org/> or contact Founding Board Member Dorothy Steninger at 775-778-9709

Letter of Interest and Resume to be emailed to ncaelko@gmail.com

or mailed to:

Nevada Classical Academy Elko

P.O. Box 2762

Elko, NV 89803