



**PACIFIC
COLLEGIATE
SCHOOL**

A Distinguished Public Charter School



THE K12 SEARCH GROUP
Expanding Leadership Capacity in Public Education

Organization: Pacific Collegiate School
Position: Head of School
Reports to: Board of Directors
Location: Santa Cruz, CA
Application Deadline: April 11, 2025

Background

Founded in 1999 in Santa Cruz County, CA, Pacific Collegiate School (PCS) is a public charter school open to all students grades 7 to 12. Pacific Collegiate School currently serves approximately 524 students and ranks among California's and the nation's top public schools. PCS engages and supports every student in inclusive college preparatory learning that ignites curiosity, critical thinking, and innovation while developing resilient, globally minded, socially responsible changemakers. PCS students consistently achieve over a 95% graduation rate and close to 100% college acceptance rate, with 97% of students in 2024 attaining UC or CSU eligibility.

The school's mission is to inspire students to discover the interests, purpose, and passion that will enable them to thrive. PCS cultivates a love of learning within a community of care, advancing and celebrating diversity, equity, and inclusion. Students explore and excel through academically rich and culturally relevant learning, integrated with visual and performing arts and world languages. The school's exemplary college preparatory curriculum empowers all students to be creative problem-solvers, effective collaborators, and engaged leaders of today and tomorrow. PCS currently offers 21 advanced placement courses. PCS is also committed to small class sizes (with a current average class size of 18 and 1:16 faculty-to-student ratio) and individualized support for all learners. The school's values include responsibility, integrity, learning, creativity, relationships, accountability, and inclusion and belonging.

Families choose PCS because the school's faculty inspires deep learning, and the rigorous curriculum ensures that every graduate is ready for college and beyond. PCS has a very active and engaged parent/caregiver community and Board of Directors (also comprised of many parents) who care deeply and dedicate their time and resources to support the school and students.

You can read more about PCS [here](#).

Opportunity

Pacific Collegiate School is seeking a proven culture leader to serve as Head of School (HOS) and build upon the success of the past while defining the path ahead. The new HOS will galvanize the PCS community around a shared vision for the future that integrates key foundational aspects of the school with new efforts, initiatives, and priorities. The HOS will embody, promote, and clarify the [mission, vision, values](#), and goals of PCS and shape the school's next chapter.



The new HOS will have a clear mandate to:

- Enhance the school's culture of inclusivity and educational excellence by fostering a supportive environment where students, staff, faculty, and parents feel valued, accountable, seen, and heard, while empowering teachers and staff to create a rich and challenging learning experience;
- Reaffirm the school's commitment to its state mission, vision, and values, and clearly define the goals, operational plan, and strategies to make measurable progress towards the vision;
- Ensure long-term fiscal sustainability by partnering with the Director of Finance and Operations, Director of Development, and the Board of Directors on paths forward when confronted with difficult financial decisions;
- Collaborate and partner with the Board of Directors; strengthen the relationship between the HOS and the Board.

The HOS will report to the Board of Directors and directly manage the administrative leadership team, including leaders focused on curriculum and instruction, finance and operations, development, special education, diversity, equity, inclusion, and access (DEIA), and student support and activities.

Responsibilities

Leadership and Team Management

- Foster an inclusive and collaborative culture where everyone is working in support of the mission and vision of PCS and feels supported, appreciated, and respected;
- Recruit, manage, inspire, evaluate, and amplify the expertise and leadership of the school's administrative leadership team, faculty, and staff;
- Empower and develop a high-performing, collaborative administrative team with a distributed leadership model;
- Create and execute strategies to attract and retain students, faculty, and staff that reflect the demographic makeup of Santa Cruz County;
- In collaboration with the Board of Directors, oversee and develop all policies for employment, employee relations, benefits and services, safety, performance management, and salary administration;
- Work closely with the teachers' union and classified staff to maintain a culture of accountability, transparency, and high morale.

Programmatic, Operational, and Financial Leadership

- Create a multi-year strategic plan in collaboration with the Board of Directors, administration, faculty, staff, students, families, alumni, and other key stakeholders of the PCS community;
- Work with the Board of Directors and administrative team to ensure accountability across the organization by setting clear academic, operational, and financial goals, values, and priorities aligned with the strategic plan;



- Ensure that PCS has a sustainable short and long-term financial plan, achieves key financial health metrics, and manages resources strategically;
- Ensure that the academic program focuses on student achievement, student well-being, college and career readiness, is well-rounded, and aligned to the school's vision;
- Ensure that operations and facilities are safe and support the academic program;
- Maintain legal compliance with all local, state, and federal rules and regulations;
- Oversee all aspects of school operations including finance, human resources, facilities, admissions, compliance, development, IT, and communications.

External Partnership, Engagement, and Sustainability

- Externally champion the vision, mission, goals, and values of PCS including speaking publicly, and communicating widely and prominently about the work and accomplishments of the school in the greater community;
- In collaboration with the Board of Directors and administrative leadership team, ensure that PCS achieves and maintains a strong financial position and manage the annual organizational budget of approximately \$8M;
- Work closely with the Board of Directors and the Director of Development to pursue new and continue existing fundraising efforts; diversify and grow revenue streams;
- Develop meaningful partnerships and relationships with key local leaders, government officials, and community-based organizations;
- Interact regularly with the Santa Cruz County Office of Education (the authorizer) to ensure compliance and the long-term sustainability of the school.

Partnership with the Board of Directors

- Collaborate with a highly engaged, diverse, and active Board of Directors in close partnership with the Board President;
- Provide responsive and anticipatory communication with transparency, trust, and integrity;
- Update the Board of Directors regularly regarding educational matters, policy review, board directives, and fiscal matters;
- Provide timely communication to the students, families, staff, the Board of Directors, the authorizer, state and federal agencies, and all community stakeholders.

Qualifications

The ideal HOS candidate will bring the following experiences, skills, and growth mindset/values:

Experience

- At least 12 years of professional experience, including successfully teaching and leading a school or education entity/nonprofit with ambitious organizational, fiscal, and student achievement goals and a budget equal to or greater than \$5 million; charter school experience preferred;



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- Knowledge of best practices and innovations in curriculum, instruction, and educational pedagogy;
- Experience successfully building, managing, developing, and supporting inclusive, high performing, diverse teams;
- Experience successfully leading, investing, and motivating interested parties in a vision for an organization, and defining strategies to operationalize that vision;
- Successful change management experience in the education sector;
- Experience building coalitions, negotiating, and navigating complex environments with diverse interested parties/ partners;
- Experience building and stewarding external partnerships and serving as the external face of an organization a plus; fundraising experience or appetite for/interest in fundraising required;
- Experience successfully working with a board of directors preferred;
- Experience working with a unionized faculty preferred;
- A bachelor's degree from an accredited university required; a master's degree and administrative credential preferred.

Skills

- Ability to collect different perspectives, make difficult decisions, and hold oneself accountable to those decisions;
- Ability to build an inclusive workplace where diversity is valued and leveraged to achieve the vision and mission of the school;
- Demonstrated ability to lead by example and create a positive work environment defined by a culture of transparency, high expectations, accountability, and continuous improvement;
- Ability to create a strategic plan with clear metrics for success, and lead a team to execute the plan;
- Strong financial management and stewardship skills;
- Superior relationship management and communication skills, including the ability to engage and inspire others, listen with intent, and create opportunities for dialogue and information sharing.

Mindset/Values

- Philosophical alignment with the mission, vision, and values of PCS and an appreciation for the school's history and legacy; demonstrated commitment to diversity, equity, inclusion, and access;
- Results-driven leader with an outcomes orientation;
- Belief in the importance of engaging with and investing in students, families, and the broader school community;
- A deep-seated commitment to leading with integrity and transparency;
- Models consistency in action and follow through, and builds trust with others through accountability;



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- Openness to innovation; ability to create space for teams/individuals to take risks and continuously improve;
- Models leadership that is empathetic, collaborative, visible, accessible, and engaged.

We understand that there are many paths to acquiring experience, and that lived experience can provide important skills and abilities. Therefore, we welcome candidates from diverse and non-traditional backgrounds for this role, including those who have demonstrated transferable skills to perform the major duties outlined in this job description.

Compensation

The compensation range for this role is \$160,000 to \$200,000 annually, commensurate with experience. The HOS is eligible for an annual performance-based bonus as well as a budget to support their continued professional development. The total compensation package also includes health benefits and retirement contributions to STRS and PERS.

To apply, please email your resume to Jobs@k12searchgroup.com with the subject line of “Pacific Collegiate School Head of School.” **Applications must be received by midnight PT on April 11, 2025.**