

MOSCOW CHARTER SCHOOL
ADMINISTRATOR
SEARCH

MOSCOW, IDAHO



www.moscowcharterschool.org

OUR MISSION

Moscow Charter School (MCS) provides a high-quality education in a welcoming and supportive environment with the goals of:

- Encouraging students to achieve their maximum potential and to become caring and successful members of society;
- Developing a lifelong love of learning in each child;
- Familiarizing students with the concepts and practices of Science, Technology, Engineering, Arts and Math (STEAM) through instruction and experiential learning;
- Stimulating the intellectual, emotional and physical development of every pupil;
- Creating a foundation for learning upon which students can build and maintain successful careers in areas of their own choosing;
- Providing each student with a sense of community through the close-knit environment at MCS and through frequent contact and engagement with the local community;
- Engaging students with the arts, literature, music and different cultures.



THE POSITION

The Moscow Charter School Board is seeking a highly qualified, outstanding educational leader to serve as Charter Administrator.

THE COMMUNITY

Located in the Palouse Region of the Inland Northwest, the Moscow Charter School encompasses the Moscow community. The Palouse hills have unusually rich soils that produce high yields of wheat, barley, dry peas, lentils and canola that supply an international market with quality food products.

The University of Idaho, located in Moscow, chartered in 1889, is Idaho's land grant university. Colleges of Agriculture & Life Sciences; Education; Engineering; Law; Letters, Arts, & Social Sciences; Natural Resources, and Science along with graduate studies enroll nearly 12,000 students annually from across the country and more than 60 foreign nations.

Residents enjoy "big city" access to cultural and entertainment events provided by a college town while living in a beautiful and refreshing climate. In addition to Moscow's irresistible charm, the community also provides an assortment of recreational activities, and highly rated schools.

As well as Moscow's business and educational reputations, the city is also known as the "Heart of the Arts" and has gained national attention. The Lionel Hampton Jazz Festival, Festival Dance, Idaho Repertory Theatre, Renaissance Fair, Rendezvous in the Park, and the Prichard Art Gallery are part of the reason Moscow was recognized as one of the "Best 100 Small Art Towns in America."



OUR VISION

MCS is a supportive educational community that promotes academic excellence through an integrated Science, Technology, Engineering, Arts and Math (STEAM) focused curriculum.

CHARTER SCHOOL AT-A-GLANCE



- **Annual Budget:** \$3,387,198
- **Student Enrollment:** 180, capped by charter at 198 (22 students per grade)
- **Staff:** 1 administrator, 15 certified, 11 classified
- **MCS serves students in grades K-8**



Moscow Charter School is the oldest operating charter school in Idaho and is chartered through the Moscow School District. It opened its doors in 1998 and has operated in its current location since 2002.

At Moscow Charter School we strive to provide a welcoming and supportive environment emphasizing hands-on, experiential learning to encourage children to work to their highest potential.

Moscow Charter School utilizes a STEAM (Science, Technology, Engineering, Arts, and Mathematics) focused curriculum, with elements of STEAM incorporated into the curriculum at all levels and into after school activities such as chess, rocketry, and marimba clubs. MCS is highly ranked among Idaho public K-8 schools for its size and performance.

As a school of choice, we experience a high level of family engagement in school events such as STEAM Night and Math Night.



THE QUALIFICATIONS



Candidates are encouraged to review Idaho Code 33-5206 to see the Charter Administrator requirements.

1. Successful experience as an educational leader and administrator.
2. Demonstrated leadership and high ability in educational affairs and business.
3. Be of good character, with high morals and unquestionable integrity, meeting the standards of the community and patrons being served.
4. Familiarity with the charter school sector in Idaho.
5. Strong background related to MCS's STEAM curriculum.
6. Work effectively with the Board, employees, members of the Charter School community, educators throughout the State, and Moscow School District, our chartering district.
7. School administration and teaching experience; familiarity with school administrative policies and procedures; and effective board relations.
8. Background in curriculum and research-based educational programs.
9. Knowledge of pertinent federal and state laws, including Idaho charter law.
10. Strategic planning and budgeting experience.
11. Supervision, human relations, and team building capacity.
12. Communication and public relations skills.
13. Hold a valid Idaho Administrative credential, or eligible for a Charter Administrator Certificate in Idaho.

THE COMPENSATION

The Board is prepared to offer a salary range of \$90,000 - \$105,000 depending on experience and qualifications plus benefits.

APPLICATION PROCESS

Interested candidates should submit applications no later than March 23, 2026.

Names of applicants will be held in strict confidence whenever possible.

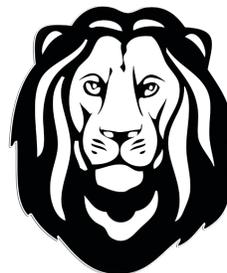
The Idaho School Boards Association uses an online application system. Please visit the Association's website at: <https://www.idsba.org/current-superintendent-searches/> for more information about this search.

For guidance on how to apply through the Revelus online application system please visit the Revelus website at: <https://idsba.myrevelus.com/>.

If you have questions, please contact Misty Swanson at the ISBA Office: misty@idsba.org or (208) 854-1476.

A completed application packet for Charter Administrator should include:

- Application on Revelus site: <https://idsba.myrevelus.com> (Documents to be uploaded to Revelus)
- A letter stating qualifications, educational philosophy, experience, and reasons for interest in the position.
- A current resume.
- Academic transcript including degrees.
- Three to four current letters of recommendation.
- Verification that the candidate holds, or will be qualified to hold, an Idaho Charter School Administrator certification.
- Prior employment form is available on Revelus site.



School Board:

- Leslie Baker, Chair
- Jade Stellmon, Vice Chair
- Aimee Mobley, Secretary
- Evan Penberthy, Treasurer
- Marie Vineyard
- Kendra Chilbert

TIMELINE:

Application Period Opens:

- Open Immediately

Application Deadline:

- March 23, 2026

Semi-Finalists Selected:

- Late-March/Early-April 2026

Interviews:

- April, 2026

Start Date:

- July 1, 2026