

MSBA Executive Search Service



St. Croix Preparatory Academy is seeking an exceptional leader to serve as **Executive Director**

St. Croix Preparatory Academy is a K-12 charter school located in Stillwater, MN, which serves students from the eastern suburbs of the Twin Cities. Founded on a classical model of education, St. Croix Prep consists of three schools, the Lower School (K-4), the Middle School (5-8), and the Upper School (9-12) all in one building. Points of pride and awards include:

- ◆ #1 performing district in MN for the past 8 years on the MCAs
- ◆ 2021 National Blue Ribbon Award—Middle School
- ◆ 2023 MN School of Excellence Award—Lower School
- ◆ 2024 AP School Honor Roll: Platinum Level—Upper School
- ◆ K-12 enrollment of 1,200 with an annual waitlist of 800+ students
- ◆ 96% graduation rates
- ◆ 59 acre campus with complete athletic facilities (track, artificial turf field, bleachers, press box), a nature trail, and performing arts center
- ◆ Over 20 MSHSL athletic programs & activities, and over 20 student led clubs for participation
- ◆ Employee retention of 95%
- ◆ Student retention of 96%
- ◆ 95% college acceptance rate
- ◆ Financially secure; 40% fund balance; recipient of MN Finance Award for the past 17 years

By the Numbers

- ◆ Student enrollment: 1,214
- ◆ Licensed staff members: 101
- ◆ Non-licensed staff members: 77
- ◆ Principals/Asst Principals or Deans: 4/2
- ◆ Full-time Office staff: 14
- ◆ District buildings maintained: 1

Application Deadline

To be considered for this position, an applicant's completed file must be received by MSBA prior to 11:59 p.m. on January 20, 2025.

About the Area

Located on the beautiful St. Croix National Scenic Riverway and the St. Croix Scenic Byway, Stillwater is a vibrant community with endless opportunities to satisfy all ages. Highlights of the area include:

- ◆ Water activities such as riverboat cruises, paddleboarding, fishing, jet skiing, boating, kayaking, and more
- ◆ Historic main street, museums, mansions, trolleys, and more; considered the Birthplace of Minnesota
- ◆ Sightseeing, golfing, biking, hiking
- ◆ Nearby state trails and parks
- ◆ Year-round travel destination for unique experiences, shopping, and dining
- ◆ [Discover Stillwater here](#)
- ◆ Close proximity to the Twin Cities metro area with extensive economic opportunities
- ◆ Many colleges and universities in the area
- ◆ [Explore Minnesota here](#)

Search Timeline

Announce Vacancy	November 25, 2024
Application Deadline	January 20, 2025
Applicant Screening	Jan 22 - Feb 4, 2025
First Round Interviews	February 22, 2025
Community Q&A Sessions	February 25, 2025
Second Round Interviews	February 26, 2025
Executive Director Begins	July 1, 2025

Leadership Profile

The St. Croix Preparatory Academy School Board seeks an executive director who:

- ◆ Demonstrates unwavering integrity and ethical conduct in all interactions with school and community members.
- ◆ Develops and directs a cohesive, efficient leadership team while fostering strong interpersonal connections through effective communication.
- ◆ Maintains a highly visible and accessible presence to the school board, staff, students, parents, and community members.
- ◆ Mediates effectively, accommodating diverse perspectives and promoting teamwork.
- ◆ Possesses a thorough understanding of state and federal education laws, cultivating trust, and working collaboratively with various groups.
- ◆ Works collaboratively to sustain a sound financial outlook, ensuring the institution's long-term stability and growth.
- ◆ Possesses or develops a deep understanding of classical education to uphold and protect the school's mission and vision.

Previous experience as an Executive Director or Superintendent is preferred.

Salary and Benefits

A competitive compensation and benefits package, with a salary range of \$160,000-\$200,000, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute. Additional benefits available may include Medical / Dental / Vision / Life / Long-term disability insurance / AD&D coverage; Personal / Sick/ Vacation / Bereavement days; Phone allowance; PERA or TRA retirement plans.

Financial Highlights

◆ General Fund Revenue:	\$ 16,296,095
◆ General Fund Expenditures:	\$ 16,191,054
◆ Unassigned Fund Balance:	\$ 6,406,000
◆ General Fund Balance:	\$ 6,406,000

Screening Team

A team from the Minnesota School Boards Association's Executive Search Service (MSBA) has been selected to assist the School Board in securing and screening applicants. The search team will be led by Amy Jordan, MSBA Associate Director of Leadership Development and Executive Search.

Mission Statement

St. Croix Preparatory Academy will develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content-rich educational program grounded in the classical tradition.

Deadline and Selection

MSBA's Executive Search Service uses an online application process. Applicants begin the application process at mnmsba.myrevelus.com. To be considered for this position, an applicant's completed file must be received by MSBA prior to 11:59 p.m. on January 20, 2025.

Contact Amy Jordan at 507-479-9984 (ajordan@mnmsba.org) with questions.

Applicants are requested to not contact school board members.

St. Croix Preparatory Academy is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: January 20, 2025