



May 23, 2018

Administrator Vacancy for 2018/19 School Year

Administrator Vacancy	Building
Alternative Ed Principal <i>See job description below.</i>	4SLC/Wilson

Interested candidates should fill out an online application and apply for the job at www.jpisk12.org no later than June 15, 2018.

REPORTS TO: ASSISTANT SUPERINTENDENT OF SECONDARY CURRICULUM

Purpose Statement:

Honor the mission of the District and the school. To provide educational direction, leadership and support to programs which provide an opportunity for At-Risk middle school students and older alternative education students to earn credits to complete high school.

Essential Duties And Responsibilities: (May not include all tasks employee may be expected to perform.)

- Plan, develop, implement, and evaluate the Alternative Education professional and support staff.
- Prepares and manages the budgets for all general education curriculum in the Alternative Education Departments.
- Collaborate with building support staff for the classification and promotion of all students.
- Direct and supervise the building instructional program for general education (including virtual/online learning), special education, vocational education and pilot programs.
- Oversee the purchase of all instructional materials and resources.
- Develop and promote Alternative Education through a variety of approved media.
- Provide for the staff development and training for classroom teachers and applicable staff.
- Maintain records and prepare data for compliance of local and/or state reporting.
- Oversee and collaborate with school staff for the registration and orientation of the Alternative Education students.
- Maintain adequate student accounting records.
- Oversee and authenticate the preparation of all district, state, and federal reports.
- Determine the certification and fulfillment of graduation requirements by all Alternative Education students.
- Assign and make appropriate recommendations for staffing and program improvements.
- Serve as the Chief Examiner in the operation of the GED Testing Center. Certify all test results and applications for Michigan Department of Education Certificate for High School Equivalency.
- Meet and work cooperatively with community agencies/organizations to identify additional educational, training needs, resources for student populations, and other common interests.
- Apply policies of the Board of Education as they relate to the operation of the Alternative Education programs.
- Perform duties as assigned by the Superintendent or his/her designee.

Qualification Requirements: *To perform this job successfully, an individual must be qualified to perform essential duties. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Highly trained in the supervision and evaluation of the Alternative Education staff.
- Possess knowledge of instructional strategies that relates to effective classroom teaching.
- Have an extensive background in curriculum of Alternative Education.
- Excellent written and verbal communication skills.
- Ability to promote harmonious relationships with students, parents, staff and administrators.

Education And/Or Experience:

- Master's Degree in Educational Leadership or Secondary Level Administration.
- A minimum of 3-5 years administrative experience in working with Adult and Alternative Education students.
- A minimum of two years' teaching experience.

Certificates, Licenses, Registrations (if applicable):

- Administrative certificate.
- Meet any state Certification requirements.

Desired Attributes:

- Strong leadership skills.
- Effective mediation and conflict resolution skills.
- Strong problem solving and decision making skills.
- Expert customer service skills.

Physical Requirements (if applicable): The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The physical ability to intervene and restrain students during physical confrontations and conflict.
- Work in an office environment sitting at a desk, walking and movement.
- Extensive standing, walking, and movement required to monitor hall and participate in student activities.

Supervisory Responsibilities:

- Supervise the Alternative Education staff both at Fourth Street Learning Center and T.A. Wilson.

Jackson Public Schools Mission:

We will bring our community together to create a culture of academic excellence and workforce readiness.

Jackson Public Schools Vision:

We envision a community where all students become lifelong learners.

Non-Discrimination Policy

- It is the policy of the Jackson Public Schools District that no discriminatory practices based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, political affiliation, sexual orientation, disability, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment, or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Human Resources office at Jackson Public Schools, 522 Wildwood Avenue, Jackson, MI 49201 or 517-841-2155