

## **High School Principal Chief Educational Officer Academy for Math, Engineering, & Science**

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The Academy for Math, Engineering and Science (AMES) is an early college high school, chartered as a public school under the Utah State Charter School Board. Located in leased space in Cottonwood High School in the Granite School District, Salt Lake County, AMES serves students from Salt Lake and Granite school district in partnership with the University of Utah. Currently AMES serves 475 students, grades 9-12, each eligible to enroll in course work offered by AMES staff, University of Utah faculty and staff, and Cottonwood High School. AMES enjoys a strong and exclusive partnership with the University of Utah which offers 10 sections of course work in Academic Writing, chemistry, physics, math, and humanities. AMES has the enthusiastic support of an active, involved, and well-balanced board of trustees representing business, engineering, parent, non-profit, higher education, and local school district organizations. AMES also supported by an active parent group and a committed highly qualified and experienced faculty.

We are actively seeking an innovative educational leader who will be responsible for all aspects of the school program which is highlighted by a school-wide emphasis on college preparation, specifically targeting those identified as traditionally underserved, i.e. low-income, minority, female, and first-generation college bound high school students. AMES mission statement, as adopted for its NAAS accreditation, "Our mission is to prepare a diverse student body for success in college or other post-secondary education" is the stated direction of the AMES school program.

The principal will report directly to the AMES board of trustees and will continue to work with the board and a wide range of stake holders in supporting the mission statement, defining and redefining the shared vision and strategic direction of the school as set forth during its first seven years of operation, and continue to provide the outstanding learning environment that has earned the AMES staff, students, faculty, and parents accolades as a high performing Title One high school (USOE, November, 2008) and #1 small high school in the state of Utah (KSL, June, 2009).

The goal of AMES is to provide a diverse student body with a program of study that not only prepares its population for college, but invites multiple opportunities for students to pursue future studies in math, science, and engineering. Science fair research class, engineering partnerships with the University of Utah and various community organizations, field trips, guest lecturers, as examples, are an integral part of the AMES STEM initiative. This initiative serves the focus of the Utah early college high school initiative which is coordinated by the Utah Partnership for Education, Inc., a non-profit component of the Governor's Office of Economic Development. The Utah Partnership also coordinates the activities of the 5 other Utah early college high schools as well as communicates the national initiative of over 200 early college high schools across the United States. AMES also affiliates with NCSSSMST (National Consortium of Specializes Secondary Schools for Math, Science and Technology), a network of 90 high school across the U.S. AMES is one of the few schools within the NCSSSMST network that adheres to an open admission policy for its entering freshman students.

The principal manages the school's daily operations, and, as the CEO (chief educational officer), is responsible for all the academic programs as well as the business operations of the school. The principal carries out the policies defined by the Board and, as the key representative of the school, bears the responsibilities of upholding school standards and values at all times.

Academic responsibilities of the principal include overseeing curriculum development and implementation, teacher professional development, program development and management, in addition to any duties assigned by the Board. Duties include coordinating use of facilities and scheduling of courses with host Cottonwood High School, timely reporting to parents, full compliance with state and federal regulatory requirements, and responsibility for human resource management. The principal also serves on the AMES PTSO board. The board has the ultimate authority for approving all major budgetary, human resource, and policy concerns. The principal works closely with the AMES business administrator to manage finances, both current and projected, in all aspects of the school program.

## **JOB DUTIES:**

### **Community**

- Articulates the school's mission to the community, articulates and redefines a common vision for school improvement, and solicits support in accomplishing the mission.
- Initiates publicity through press contact and communication with families and other stakeholders. Represents the school in public relations events, joint activities, etc.
- Works collaboratively with staff, parents, students, district, higher education partner, and community personnel, leading, developing, communicating, and implementing high performance goals for staff and students.
- Serves with PTSO, parent, faculty/staff, and student groups in advancing educational and related activities and objectives.

### **Instructional Management**

- Follows the overarching curriculum direction established by Board policy. Reviews proposed curriculum changes and enhancements with the Board at the completion of each school year.
- Supervises, promotes, and evaluates the school's curriculum program, teaching process, and extracurricular programs.
- Aids teachers in implementing effective instructional practices, monitors academic achievement of students on a regular basis, and observes teachers to insure goals are consistent with school, district and state guidelines.
- Utilizes tests results to analyze program effectiveness and identify areas needing improvement.
- Incorporates the Utah State Core Curriculum and Utah State Board of Education adopted guidelines.

### **Staff Management**

- Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school. Interviews, selects, orients, and promotes staff.
- Fosters collegiality and team building among staff members. Encourages their active involvement in the decision making process.
- Directs planning activities and puts programs in place with staff to ensure attainment of school's mission. Defines expectations for staff performance with regard to instructional strategies, classroom management, and interaction with the community.
- Observes employee performance, records observations, and evaluates and counsels all staff members regarding their individual and group performance. Works with staff to plan and develop professional growth activities.

### **Student Management**

- Fosters the success of all students by facilitating the development and communication of a shared vision of learning that reflects excellence.
- Maintains visibility in the school environment, observes and responds to all situations, solving problems quickly and fairly before they become critical.
- Conducts conferences about student and school issues with parents, students, and teachers/staff.
- Participates in special events held to recognize student excellence and achievement.

- Attends, supervises, and assists with school sponsored activities and functions.

#### **Administrative Management**

- Develops and sets annual school performance objectives. Identifies, analyzes, and applies researched findings to promote school improvement.
- Develops school budgets based on documented programs, estimated enrollments, personnel and other needs. Keeps programs within budget limits, maintains fiscal control, and accurately reports fiscal information.
- Maintains compliance with state, district, and federal law, regulations, reporting, and testing.
- Interprets and enforces school, district, and state policies and administrative regulations.
- Serves as non-voting member of the AMES PTSO Board.
- Communicates regularly with the Board of Trustees about the needs, successes recommendations, and general operation of the school.

#### **Other**

- Coordinates facility use with appropriate Granite District and Cottonwood High School officials and staff.
- Other duties as assigned by the AMES Board of Trustees.

#### **MINIMUM QUALIFICATIONS:**

- Master degree in education or school administration, or related degree.
- A minimum of 7-10 years of progressively more responsible experience in teaching , related education specialty, supervision or administration; or equivalent education and experience **OR** professional experience which encompasses a scope and level of leadership experience comparable to the responsibilities of the principalship to include an understanding of teaching and learning and the role of education, strategic thinking and planning, innovation, community outreach and marketing, supervision and evaluation of personnel, budget and allocation of resources, and employee professional development.
- Excellent communicator able to articulate the vision and strategic mission of the school and work collaboratively with teachers, parents, community leaders, Board members, University of Utah administrators, and others to continuously improve instructional excellence.
- Demonstrated dynamic, positive leadership qualities and personal characteristics necessary to build trust and effective working relationships with faculty, parents, students, University administrators, and community leaders.
- Administrative or Principal certification. Must be able to maintain certification as required by state law.
- Broad knowledge of principles and practices of school administration, curriculum development, educational theories, and of current educational trends in curriculum or instruction.

#### **DESIRED QUALIFICATIONS:**

- Knowledge of charter school law, finance and curriculum.
- Previous successful experience in public school administration.
- Demonstrated ability to design, implement, and maintain innovative, creative, and exemplary school programs that attract, challenge, and retain students.
- A technical background in STEM areas (math, engineering, science, technology or a related field).

#### **SALARY:**

- Dependent on experience and educational level of the applicant.