

JOB POSTING

POSITION: CO-EXECUTIVE DIRECTOR

Principal/Program Administrator of Emerson High School

- Location: Mount Vernon, Washington
- Position is full time with benefits (medical, dental, vision, 403b retirement)

AGENCY DESCRIPTION: Youthnet's mission is to "provide caring and supportive educational and social services to youth and families to help them attain a productive and successful life."

Youthnet has been providing direct services to at-risk youth and families for 45 years.

Currently, Youthnet operates multiple programs in northwest Washington State (Skagit, Snohomish, Whatcom, Island and San Juan counties). More information can be found on our website at www.youthnetnw.net.

POSITION DESCRIPTION: Youthnet is an organization that provides a support network for our at-risk youth and families. Youthnet also administers Emerson High School, the alternative high school in Mount Vernon. This position has two aspects: administering the HS and sharing the Youthnet administrative tasks with the co-director. This individual should be an innovative and collaborative person able to build partnerships in the community to raise awareness of the agency. This visionary will lead Youthnet into a financially secure future and promote our positive image in the community.

The Principal of Emerson High School is responsible for developing, planning, implementing and administering the Emerson High School program. The position requires adherence to all federal and state laws as they relate to school directives, the recruitment, supervision, and training of all staff, budget development and monitoring, and coordination of all aspects of a student's education with school district personnel, community agencies, and parents/guardians. The position functions in a highly autonomous manner. The Co-Directors report to the Board. In accordance with the policies adopted by the Board of Directors, the Co-Directors have the authority and accountability for the overall administration of Youthnet. The Co-Directors are responsible for the comprehensive planning, implementation and management of service delivery and operations.

ESSENTIAL FUNCTIONS:

As to Principal of Emerson High School:

1. Provides direct supervision of school professional and support staff.
2. Oversees professional development training for staff in the areas of effective instructional strategies, behavior management, curriculum development, evaluation and monitoring of student outcomes, Federal and State regulations and general program development.
3. Maintains ongoing communication with appropriate school district personnel, parents/guardians and community agencies to develop, implement and maintain education programming.

4. Provides outreach to participating partner School Districts and to the educational community.
5. Performs short and long term strategic planning, and fiscal administration including but not limited to overseeing District billings, developing and monitoring designated program budget revenues and expenditures, authorizing purchase orders in accordance with Youthnet policies and procedures, obtaining competitive estimates and bids, and maintaining program petty cash fund.
6. Performs program administration including but not limited to developing the school calendar, developing protocols for office operations, developing systems for attendance monitoring, oversight of site vehicles (if applicable), procuring and coordinating the utilization of equipment and information systems, food service coordination and overseeing the maintenance of required records.
7. Performs facility administration including but not limited to communicating with fire inspectors, contractors, lessors, safety inspectors, neighboring tenants and other parties necessary to maintain the building and keep it supplied with necessary materials to ensure that the school runs safely and smoothly.
8. Shares in the overall responsibility for the health and safety of the school environment.
9. Facilitates staff meetings and professional development and program activities (i.e. agency in-service, etc.).

As to Co-Director of Youthnet:

This individual administers multiple programs in accordance with Youthnet's mission and insures service delivery in compliance with all Federal and State laws, and contract requirements. This position has supervisory responsibilities over employees and direct supervision of program managers and administrative services personnel. The co-director will coordinate with the other co-director to perform the following duties:

1. Finance: administers comprehensive financial systems to insure legal, ethical and efficient and effective agency management.
2. Facilities: administers use of agency facilities and property in a legal and safe manner to meet diverse agency needs
3. Human Resources: Administers comprehensive systems for the management of human resources essential to agency services and operations.
4. Resource Development: administers a multi-faceted approach to the development and management of funds, goods, services and other resources to meet agency needs.
5. Board Liaison: Maintains consistent communication with the Board of Directors, per Board established protocols; engages in continuous collaborative planning and proactive decision-making with the Board of Directors; Supports operation of the Board.
6. Community relations: Consistently represents the agency, promoting its positive image and that of its programs. Participates in a wide variety of activities and events to develop and maintain linkages and collaborative relationships that promote the best interests of the agency.

QUALIFICATIONS:

- Program Administrator, Principal or appropriate ESA certification/credential required.
- Minimum of 5 years of successful teaching and administrative experience with at-risk youth in an educational setting.
- Must be able to work as a team member and support team efforts.
- Establish and maintain effective working relationships with co-workers, parents, guardians, school district staff and administrators, community service providers and the general public.
- Maintain confidentiality of students, staff and agency related issues.

Additional:

- Able to pass required Washington State Background checks
- Current Washington State Driver's License and ability to satisfy requirements to operate agency vehicles
- Additional per Agency requirements within 90 days of hiring, including: CPR/First Aid; Mandatory Reporter and Blood borne Pathogen training

APPLICATION:

- **Position open until filled – best consideration by May 27, 2017**
- **Send cover letter and resume to:**

Youthnet
Attn: Dawn Metcalf
dmetcalf@youthnetnw.net