

YOUTHNET JOB DESCRIPTION

EDUCATION SERVICES ADMINISTRATOR OPPORTUNITY

Position Title:	Education Services Administrator of Emerson High School
Reports To:	Youthnet Executive Director
Supervises:	Emerson High School Personnel
Classification:	Exempt; Part-Time – 190 days/academic year
Date Last Revised:	March 2018
Salary:	\$50,000.00

GENERAL INFORMATION: Youthnet is an organization that provides a support network for our at-risk youth and families. Our mission is to provide caring and supportive educational and social services to youth and families in our community to help them attain a productive and successful life.

Youthnet administers and oversees Emerson High School which is a small, unique alternative high school in the city of Mount Vernon, a community of 35,000 located 60 miles north of Seattle. It is an independent non-profit school with approximately 100+ students in grades 9 – 12. Emerson provides services by contract to the Mount Vernon School District and also has a collaborative relationship with other local school districts. The school is well known for its solid curriculum and one-on-one student and teacher relationships.

The Administrator of Emerson High School is responsible for developing, planning, implementing and administering the Emerson High School program. This person should be an innovator and collaborator able to build partnerships in the community to raise awareness of the agency; and with the students, their parents and the faculty. This visionary leader will lead Youthnet into a financially secure future and promote our positive image in the community. The successful candidate will have the following experience/skills:

- Grant writing
- Solid budgeting experience
- Positive awareness of diverse populations and cultures
- Effective and meaningful discipline methods and behavior management
- Team player
- Ability to delegate
- Knowledge of alternative education models

DESIRED PROFESSIONAL QUALIFICATIONS:

- Master's Degree in Education, Program Administration or related field.
- Successful teaching experience and knowledge of current Washington State education requirements, Common Core Standards and state testing requirements.
- Administrative experience preferred; particularly in an alternative educational setting.

- Visionary leader with demonstrated strengths in student discipline, scheduling, staff development, supervision, curriculum development, parent/community relations and involvement.
- Working knowledge of Federal and State laws as they relate to school directives and operation of non-profit organizations.
- Experience in financial management, human resources management, child development and child psychology, and public relations.
- Maintain confidentiality of students, staff and agency related issues.
- Establish and maintain effective working relationships with co-workers, parents, guardians, school district staff and administrators, community service providers and the general public.

ESSENTIAL FUNCTIONS:

- Provides direct supervision of school professional and support staff.
- 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.
- Maintains ongoing communication with appropriate school district personnel, parents/guardians and community agencies to develop, implement and maintain education programming.
- Provides outreach to participating partner School Districts and to the educational community.
- 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.
- 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.
- 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.
- Shares in the overall responsibility for the health and safety of the school environment.
- Recruits staff and facilitates staff meetings.
- Assists the Executive Director in fundraising efforts and other reasonable administrative duties. Administers a multi-faceted approach to the development and management of funds, goods, services and other resources to meet agency needs.
- Maintain consistent communication with the Board of Directors.
- Consistently represent the agency in the community, promoting its positive image and that of its programs.

SPECIAL REQUIREMENTS UPON HIRE:

- Current First Aid and CPR certified, or willingness to seek training;
- Background check

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is typically performed in and around a student learning environment; may be exposed to childhood diseases; may be required to sit for prolonged periods of time; may be required to sit; may experience a multitude of demands and changing priorities.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalized peak work periods or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

It is the policy of Youthnet to not discriminate against any person with regard to race, color, religion, gender, age, sexual orientation, national origin, marital status or physical or mental disability.

HOW TO APPLY:

Please visit our website www.youthnetnw.net for a link and more information.

Youthnet and Emerson High School complies with all federal and Washington State rules and regulations and does not discriminate on the basis of race, color, creed, national origin, families with children, sex, marital status, sexual orientation, age, Vietnam-era or disabled Veteran status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. Youthnet and Emerson High School is a drug, alcohol, tobacco, and weapons-free workplace; and is an Equal Opportunity Employer.