

**STATE OF ALASKA  
RECRUITMENT NOTICE**

**Director (Superintendent), Mt. Edgecumbe High School**

**POSITION DESCRIPTION**

The State of Alaska, Department of Education & Early Development is accepting applications for the Mt. Edgecumbe High School Director/Superintendent. We are seeking an applicant who embodies the Department's mission of ensuring quality standards-based instruction to improve academic achievement for all students. The Superintendent of MEHS will provide a challenging education that values the unique cultural diversities and traditions of Alaskan students while preparing students to become successful, responsible global citizens. The Director will ensure curriculum and activities offered by the school engages students in discovering and expanding their talents with multiple innovative opportunities, allowing students to develop their dreams and prepare for the changing world they live in. The Director acts as a leader to all school staff in inspiring students to meet high expectations for learning and living.

The Director supervises the school's overall operations, including the academic, residential and maintenance programs.

Located in Sitka, Mt. Edgecumbe High School is a boarding school enrolling 400 students, grades 9-12, and operated by the State of Alaska Department of Education & Early Development. Enrollment preference is given to students from communities without high schools. The State Board of Education & Early Development serves as the governing board for Mt. Edgecumbe High School. In addition, the Mt. Edgecumbe High School Advisory Board meets regularly to offer guidance to school administration.

The position is partially exempt, Range 27, with a base salary of \$8,703.00 per month. Starting salary may vary depending upon experience and qualifications. State housing on campus is available, subject to a rental fee. Job responsibilities will begin on July 1, 2014.

**Key responsibilities of the Mt. Edgecumbe High School Director include, but are not limited to:**

- Supervising the educational, fiscal and human resources of Mt. Edgecumbe High School to ensure compliance with state and federal guidelines.
- Providing leadership, supervision and direction for the educational and residential programs.
- Ensuring the health, welfare, and safety of the student body.
- Planning and directing capital construction, renovation projects, and maintenance operations.
- Negotiating and administering private contract agreements for campus security, student food service, custodial services, and dormitory management.
- Directing school admissions and enrollment.

- Meeting and conferring with a variety of public representatives, parents, and private individuals on issues relating to the school.

### **MINIMUM QUALIFICATIONS**

- Master's degree in education and five years' experience in the field of education.
- Current Alaska Type B Administrator Certificate with Superintendent Endorsement, proof of eligibility to obtain this certificate, or a plan to acquire the endorsement within 1 year of hire (or other such timeline set by the Commissioner).
- Minimum of three years employment as a teacher.
- Minimum of one year of employment as a superintendent, assistant superintendent, director/senior district administrator, or high school principal.
- Demonstrated successful experience in instructional leadership.
- Demonstrated successful experience in curriculum development.
- Effective interpersonal skills, particularly with diverse cultures.
- Effective oral and written communication skills.
- Demonstrated success in working as a team member.
- Experience working with culturally diverse populations.

### **HOW TO APPLY**

Submit a letter of interest outlining the reasons the applicant is interested in serving at MEHS, a current resume, a copy of the candidate's certification, and three letters of recommendation. In the letter of interest, the applicant must also describe the following: *1) the applicant's core values and beliefs about teaching and learning; 2) learning and the role of the family -- both of which in the context of a residential school environment.*

Materials must be delivered to the address below not later than 4:30 p.m. February 24, 2014.

Office of Human Resources  
Mt.Edgecumbe Director Recruitment  
Department of Education & Early Development  
801 W. 10th Street, Suite 200  
P.O. Box 110500  
Juneau, AK 99811-0500

Alternatively, materials may be e-mailed to [bobijo.grimes@alaska.gov](mailto:bobijo.grimes@alaska.gov) by 4:30 p.m. February 24, 2014.

For more information, contact Bobi Jo Grimes, Human Resources Manager at 907-465-5536 or [bobijo.grimes@alaska.gov](mailto:bobijo.grimes@alaska.gov).

The State of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-2815 (TTY).