

State of Alaska
RECRUITMENT NOTICE
Director (Superintendent), Mt. Edgecumbe High School

Mt. Edgecumbe High School (MEHS) is seeking a dynamic, collaborative, innovative, organized, and communicative educator who understands the challenges and beauty of rural education in Alaska, the complexity of a residential environment with over 400 teenagers from diverse communities, and how best to serve those unique and courageous students and families. The Director (superintendent) will focus on challenging students to prepare them to become successful, responsible, global citizens. The Director will oversee all aspects of the school's operations, including student admissions and enrollment, staffing, the instructional and residential programs, maintenance and operations, student activities, contracted services including custodial, food service, and dormitory management, and available finances.

ABILITIES AND EXPERIENCE:

- Inspires confidence with integrity, honesty, and a positive attitude.
- Collaborates with administrative team, staff, and all constituents.
- Solves problems creatively and with vision.
- Organizes self and others with very good management skills.
- Communicates effectively with staff working in multiple work shifts, parents, students, alumni, local Sitka community, Department of Education & Early Development staff, MEHS Advisory Board, State Board of Education, and the MEHS statewide community.
- Exhibits effective interpersonal skills, particularly with diverse cultures.
- Experienced with culturally diverse populations, particularly in Alaska.
- Experience maintaining or overseeing academic standards for secondary students.
- Experience and strength in business management, including budget, procurement, facilities, and large service contracts.

Mt. Edgecumbe High School is a division of the Department of Education & Early Development located on Baranof Island in Sitka, Alaska. The position is partially exempt, Range 27, with a base salary of \$9,010.00 per month. Starting salary may increase, depending upon experience and qualifications. State housing on campus next to the ocean is available for rent. Job responsibilities will begin on July 1, 2016.

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 one year of employment as a school administrator.

HOW TO APPLY

Applicants shall submit a cover letter describing how their qualifications and experiences will fill the desired superintendent skills and abilities for MEHS, a current resume, a copy of their administrative certification, and three letters of recommendation. A separate, one-page essay must describe the following:

- 1) the applicant's core values and beliefs about teaching and learning*
- 2) Describe the three most important aspects of your leadership style and what that will bring to MEHS.*
- 3) Describe your skills and experiences in managing a 10 million dollar budget, grants, procurement, facilities management, capital construction projects, and large student services contracts.*

-- all within the context of a residential school environment.

Materials must be delivered to the address below not later than 4:30 p.m. Alaska time, February 17, 2016.

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 bobjo.grimes@alaska.gov by 4:30 p.m. Alaska time, February 24, 2016.

For more information about the position contact Bill Hutton at 907-966-3201 or billh@mehs.us.

Candidates who will be interviewed will be selected and notified no later than February 29, and interviews will be on site in both Sitka and Juneau on March 9-11, 2015.

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).