

Northwest Youth Corps

ODS Principal Job Description

The OutDoor School

Northwest Youth Corps' (NYC) OutDoor School (ODS) is an alternative high school for students, ages 14-19, who learn best in an experiential format and who may have had difficulty succeeding in a traditional school environment. Using a cooperative, team-based format, students pursue graduation requirements and participate in hands-on learning that is structured around the completion of conservation projects, field studies activities and outdoor recreation. Students rotate between outdoor field studies projects and classroom instruction. Classroom and field study educational activities are complementary and integrated. Curricula include resource management issues, conservation and environmental studies as well as science, math, language arts and social studies. The OutDoor School student body is typically 55-65 students.

Job Description

The OutDoor School Principal coordinates all daily operations of the school. They ensure the quality and integration of each component of the program (academic, field studies, outdoor recreation and work experience instruction), supervise and coordinate program staff, develop and coordinate the School Site Council, prepare operational reports, prepare and present annual staff performance reviews and work with participating school districts to ensure educational objectives are being met. The Principal works with staff to document operational procedures and strengthen the operational infrastructure of the program. The OutDoor School Principal works to improve program sustainability by implementing fundraising strategies such as grant writing and establishing collaborative community partnerships. The ODS Principal is also responsible for teaching when needed and supporting field activities including recreational outings and camping trips.

Duties and Responsibilities

- Promote an academic environment that empowers students to succeed both academically and socially.
- Work with NYC's Executive Director to establish annual program objectives.
- Develop annual budget, track expenditures, and assure financial stability.
- Assure programmatic adherence to organizational procedures.
- Develop and promote ODS program identity to youth, parents, and community members.
- Develop and maintain relationships with youth, parents, community organizations, and the Department of Education.
- Develop and maintain partnerships with school districts and area resource management professionals.
- Monitor safety and assure compliance with all rules and regulations designed to assure the safety of students and staff.
- Plan and coordinate the development and implementation of program components (field studies, work experience, outdoor and classroom education, counseling and credit accrual) with staff.
- Recruit, hire, train and supervise and evaluate all OutDoor School staff.
- Facilitate involvement of a School Site Council in program planning and decision-making.

Desired Qualifications

- Commitment to youth development and demonstrated ability to work effectively with young people.
- Current Oregon teaching certification and/or experience working with high school aged and/or at-risk youth.
- Strong administrative and leadership skills and three years of management and/or planning experience.
- Experience in fundraising, grant writing, and program development.
- Experience working with community organizations and/or public agencies.
- Excellent written and verbal communication skills.
- Special Education certification desirable.
- Background in experiential education, outdoor education or outdoor recreation preferred.

Employment: This is a full-time professional position. Workloads may occasionally or frequently require long days and/or evening or weekend responsibilities.

Compensation: 220 day contract, \$42,000 to \$52,000 DOE. Benefits: health insurance, dental insurance with co-pay, disability and life insurance, and two retirement plans; an employee retirement plan funded by employer contributions and a 403-b option funded by employee contributions.

Conditions: Candidates must have and maintain a CPR and First Aid certification and a clean driving record. Criminal background check required.

To apply: Submit resume, cover letter, references and answers to attached questions by email to jeffp@northwestyouthcorps.org or by mail to: Northwest Youth Corps, 2621 Augusta, Eugene, OR 97403 Attention: Jeff Parker.

NYC is an Equal Opportunity Employer

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Typical Duties and Responsibilities

Administrative

- Compile, calculate and submit quarterly ADM billings
- Annual renewal of ODS's Alternative Education Certification and Special Education Registration with ODE
- Complete annual renewal of ODS's NAC accreditation
- Produce all required reports e.g., OYCC, School Districts, AmeriCorps
- Negotiate annual agreements with school districts
- Assure attainment of enrollment targets
- Work with development staff to write grants
- Create annual ODS calendar and daily schedule.
- Provide regular updates to parents, school districts, and partners
- Organize and maintain all filing systems
- Maintain database of all ODS students
- Work to improve aesthetics of the school grounds and facility
- Maintain and update the ODS Administrator's Handbook
- Document AmeriCorps activities to meet grant requirements support grant renewal
- Promote media coverage about ODS
- Assure compliance with federal, state, school districts regulations
- Develop School Improvement Plan
- Create annual budget

Staff

- Ongoing training and development of instructional staff
- Support IEP based instruction
- Define and delegate parameters of all off-site functions
- Support and negotiate setting annual individual staff goals
- Develop and implement climate conducive to effective teaching
- Responsible for hiring, orientation, training and development of six AmeriCorps Members
- Restructure staffing assignments as needed to provide better organization and instructional quality
- Provide ODS' priority guidelines for writing multiple, ODS-specific, instructional units
- Interpret community regulatory requirements to staff including federal, state, local, Department of Education, school districts, OYCC, OSHA

Students

- Provide admissions counseling for all new students
- Provide crisis intervention and counseling.
- Advocate for students with local school districts
- Facilitate input and make decisions regarding enrollment and dismissal of students with staff and parents
- Provide individual credit information and career development opportunities to all students
- Provide individual intervention and counseling to help integrate students into school culture
- Ensure every student is meeting the coursework requirements for graduation

Parents

- Organize and lead the Site Council
- Provide on-going, on-call, and daily feedback to parents
- Provide program data, events, and tours to parents
- Issue progress reports and credit reports each semester
- Encourage volunteerism and strive to integrate parent expertise into instruction
- Facilitate parent involvement in every intermediate intervention with students
- Organize regular Parent-Student-Teacher Meetings
- Coordinate ODS special events e.g., orientation, graduation, open house

OutDoor School Principal

Application Requirements

Your application should include the following information in the order listed. Staple your submission in the top left corner. Please do not use binders or presentation folders

Cover letter

Resume

Four references: References must be familiar with your ability to perform this job. Do not include friends or relatives. For each reference please specify: professional affiliation and current home and work phone numbers.

Narrative: Please respond to the following questions.

1. Expanding upon the information you have offered in your resume, please discuss the administrative and/or teaching experience that will allow you to be successful as Principal of the OutDoor School. Address specific skills (computer, accounting, writing, supervisory, management, planning, etc.) as well as your specific work history that relates to this position.
2. Discuss your experience and background working with young adults, disadvantaged teens and other youth populations.
3. OutDoor School attempts to use the natural environment, current environmental topics, and conservation issues as unifying themes for all instruction and program activities. What experience do you have with experiential education that will allow you to help ODS achieve success in this area?
4. Describe your experience in curriculum development. How would you ensure that ODS' curriculum meets state standards?
5. Discuss your management style. Describe what program teaching staff could expect from you as a leader and administrator.

Hiring Process:

Qualified candidates can expect at least two interviews; a preliminary interview and a second more in-depth follow-up interview. Preliminary interviews will be no longer than 40 minutes in length.

Return completed application packets to:

ODS Principal, Attn. Executive Director, Northwest Youth Corps, 2621 Augusta, Eugene, Oregon 97403.