

**Announcement of vacancy and recruitment for the
Residential Principal
Mt. Edgecumbe High School**

Position Vacancy

The Alaska Department of Education & Early Development is accepting applications for the Mt. Edgecumbe High School residential principal position. Completed applications should include a letter of application, resume, transcripts, and three (3) letters of reference.

Send completed applications on or before May 2, 2008, to:

State of Alaska
Department of Education & Early Development
c/o Eric Fry, Information Officer
801 W. 10th St., Suite 200
Juneau, AK 99811-0500
Or to: eric.fry@alaska.gov

Job Classification/Salary

The Mt. Edgecumbe High School Residential Principal is a State of Alaska employee whose contract begins in early August and ends in June. The Residential Principal works a non-traditional school day, with his/her shift beginning in the afternoon and extending into the late evening, traditionally, from Thursday through Monday, with Tuesday and Wednesday off. Salary is comparable to other Type B high school principal positions in Alaska and will be dependent on experience.

Qualifications

- Administrative or supervisory experience required; if possible, in a residential setting.
- Alaska Type A and Type B certificates required.

Information about Mt. Edgecumbe High School

Located in Sitka, Mt. Edgecumbe High School is a boarding school operated by the State of Alaska Department of Education & Early Development. The school serves approximately four hundred (400) ninth-grade through twelfth-grade students who live in the dormitories from the beginning of the school year through the end of the school year, excluding Christmas vacation. The school offers a full range of academic and extra-curricular programs in addition to its residential components. Typically, over one hundred (100) Alaskan communities are represented in the Mt. Edgecumbe student population.

Mt. Edgecumbe High School Residential Principal Job Description

The MEHS residential principal is responsible for directing the school's residential program, including dormitory staff supervision and training, student recreation/activities, evening tutorial, student health care, counseling, discipline, and food service and dormitory management contract. Above all else, the residential principal must promote a safe dormitory environment which is conducive to healthy lifestyles and student learning. The residential program operates 24 hours/day, seven (7) days/week for the duration of a typical school year.

Residential principal's duties:

- Work with staff to insure a safe, secure residential environment which supports positive, effective student discipline and promotes student academic growth and personal responsibility.
- Plan and supervise all residential staff in-services and training sessions.
- Lead recruitment and hiring efforts for State residential staff.
- Direct and evaluate the assistant residential principal and other State residential staff.
- Manage grants and grant-supported employees who work in the residence life program.
- Insure compliance with all State-mandated policies and procedures, including MEHS's designation as a Child Care Center.
- Strictly implement all emergency procedures, such as tsunami and fire evacuation plans.
- Work closely with the dormitory contract manager to ensure his/her employees enforce school policies appropriately and provide a respectful student living environment.
- Promote effective parent communication pertaining to student needs, discipline, and other issues as they arise.
- Work with staff to create safe, healthy recreational activities for students.
- Partner with the academic principal to schedule student discipline hearings and administer discipline consequences.
- Ensure that student check-out and visitation policies and procedures are strictly followed by all staff, students and visitors.
- Coordinate services with physical and mental health care providers to address student illness, medical treatment, counseling services, drug and alcohol treatment, and general health care.
- Act as a liaison for the dormitories between the MEHS director, academic principal and academic staff.
- Explore community partnerships which may enhance the residential program.
- Act as a liaison between parents and school to supervise student travel.
- Direct the evening student tutorial program.
- Effectively communicate school information with parents, diverse groups and individuals.
- Lead school efforts to integrate cultural activities into the overall school program.
- Serve on student admission and retention committees.