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Job Details

Title:	Director/Principal
Requisition:	E1700534
Open Date:	09/06/2017
Review Date:	01/15/2018
Job Category:	Administrative
Department:	Edith Bowen School
College/Unit:	E Eccles Jones Coll of Ed & Hum Svs
Location:	Logan Campus
Posting Duration:	Open Until Filled

Position Summary:

Edith Bowen Laboratory School is currently hiring a Director/Principal for the 2018-2019 school year.

Responsibilities:

1. Serve as the director/principal of the campus laboratory school, an approved charter school, providing leadership in curriculum and quality education for approximately 350 pupils in grades K-6, and faculty/ staff of 38.
2. Serve as chief administrator for the overall development and operation of the school including budget administration, human resources, and other responsibilities of unit directors at the university.
3. Attend charter school administrative meetings and assure that the school functions within the parameters of its charter and complies with state mandates.
4. Work closely with parents, teacher and students in a supportive and encouraging role.
5. Supervise/coordinate and initiate research projects and write grants within the school/university framework.
6. Work with various state agencies and university departments to ensure timely and accurate reporting of financial activity.
7. Supervise dissemination/liaison service with university departments, school districts, and the Utah State Board of Education.
8. Provide a high quality instructional and clinical laboratory setting for undergraduate and graduate students in Early Childhood/ Elementary Education and related field.
9. Maintain a school laboratory setting where research in educational programs, issues, and trends in elementary education and related fields can be conducted and validated.

10. Work with potential and past donors to enhance continued development opportunities for the school.

Dept/College Highlights:

Edith Bowen Laboratory School is a publicly chartered, university laboratory school within the College of Education and Human Services at Utah State University. There are approximately 350 students in grades kindergarten through sixth. The school carries out its laboratory school mission through excellent partnerships with the School of Teacher Education and Leadership, other university departments, and local school districts. These important partnerships provide clinical and practicum experiences for pre-service early childhood and elementary education students, as well as a variety of students from other departments across campus, along with research opportunities for university faculty, graduate, and undergraduate students, serving approximately 800 students each year.

In 2016 Edith Bowen Laboratory School was one of just two schools selected from the state of Utah for The National Blue Ribbon Schools Program, which recognizes public and private schools based on their overall academic excellence or their progress in closing achievement gaps among student subgroups.

Edith Bowen Laboratory School plays a significant role in the College of Education and Human Services which is ranked by U.S. News and World Report in the top tier of prestigious graduate schools of education in the U.S. for the past 18 years- and most recently ranked 26th nationally. It currently houses eight academic departments – and is a top producer of early childhood, elementary, and special education teachers within Utah's public institutions.

Location- The school is located on the campus of Utah State University in Logan, Utah, approximately 80 miles north of Salt Lake City. Logan is a community of 60,000 located in Cache Valley in the mountains of northern Utah, 80 miles north of Salt Lake City. It is at the mouth of Logan Canyon, a scenic gateway to a wide variety of recreational opportunities.

Utah State University offers competitive salaries and outstanding medical, retirement, and professional benefits. Women, minority, and veteran candidates as well as candidates with disabilities are encouraged to apply. Utah State University is sensitive to the needs of dual-career couples, is an affirmative action/equal opportunity employer, and is committed to increasing diversity among students, faculty, and all participants in university life.

Qualifications:**Minimum Qualifications:**

1. Master's degree in Education.
2. Hold current or prior teaching certification.
3. Minimum of five (5) years teaching experience at a public or private school (K-12).
4. Hold an administrative endorsement and have a minimum of five (5) years of administrative experience at the school level.
5. Must demonstrate an understanding of constructivism in both theory and practice.
6. Demonstrated ability to manage multiple budgets and grants.

Preferred Qualifications:

1. Terminal degree (EdD or PhD).
2. Demonstrated ability to direct, lead, and coordinate the multifaceted functions and activities of a university laboratory school.
3. Elementary teaching experience.
4. Familiarity with charter school law and operations.

5. Ability to conduct and disseminate research and write grants to support scholarly activities.
6. Ability to secure development funds through building and maintain relationships with donors.

Opportunity Type: Full-Time w/benefits package

Percent of Time or Hours per Week: 100%

Advertised Salary: Competitive, plus excellent benefits

Required Documents
(The names and contact information of 3 references will be collected during the application process):

Cover Letter, Leadership Philosophy, Optional Document 1, Optional Document 2, Resume/CV, Transcript

Other Required document types/Special Instructions to Applicants:

Additional Information for Required Documents: 1. Letter of application addressing each of the qualifications. 2. An artifact that demonstrates evidence (limit 1 artifact, select Optional Document 1). 3. An updated professional vita including record of administration, teaching, publications, and scholarly activities and service. 4. Three references listed on your application. These references will be sent an email from USU, asking them to upload a letter of recommendation on your behalf. 5. Names, contact information of five additional individuals, including current supervisors who can be contacted as references (select Optional Document 2). 6. Complete official transcripts. 7. A Philosophy of Education and Leadership statement (limit 1 page).

Often Functional Requirements (25-75% time):

Use of fingers (e.g. typing), Both hands required or compensated by the use of acceptable prostheses

Continuous Functional Requirements (75%+ time):

Extended sitting, Routine visual requirements (e.g. reading with attention to details; seeing activities near and far), Routine hearing ability (e.g. whispers at close range; voices at 15 feet; converse by telephone)

Continuous Environmental Factors (75%+ time): Inside, Outside

ADA Cognitive Requirements:

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

ADA Math Requirements:

Make arithmetic calculations involving fractions, decimals and percentages.

ADA Communication Requirements - Speech:

Expression of a level comparable to 5, plus highest order verbal skills such as ability to lecture to large groups, ability to speak on complex issues without prepared notes.

ADA Comm Requirements - Comprehension:

Comprehensive and expression of a level comparable to 5, plus highest order of composition skills such as ability to do this as primary function of the job, to draft and edit publication-quality papers, to prepare highly complex documents such as wills and contracts. May involve a large volume of such composition.

ADA Travel Requirements:

Minimal travel required – ability to travel infrequently (i.e., annually) for activities such as developmental sessions at a centralized training center.

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