

Warrenton-Hammond Job Description

Job Title: Director of Education - South Jetty High School
Reports To: Superintendent

JOB SUMMARY

To perform a variety of complex administrative duties involved in senior high school operations in a Youth Corrections education program. Promotes the success of all staff and students by facilitating the development, articulation and implementation of a vision of teaching and learning that supports the District's mission and vision. This position administers the policies and guidelines of the District and Oregon Youth Authority (OYA) and provides administrative assistance to the Superintendent. This position is responsible for students who have been placed in the custody of the Young's Bay Detention, Oregon Youth Authority or the Department of Corrections by juvenile justice system. Students in this Youth Corrections education program are all adjudicated youth or convicted offenders. Due to the nature of the student population, strict student supervision is essential for safety, security and in order to successfully transition students back into the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all OYA and District policy(ies) and procedures.
2. Places top priority on safety and security at all times.
3. Administers the school and its instructional program in all its facets.
4. Implements Board policies and administrative regulations.
5. Supervises the school staff, providing assistance, as necessary.
6. Assists in the recruiting, screening, training, hiring and assigning of school staff.
7. Effectively manages conflict within the school building.
8. Pays careful and close attention to identify any materials that may be hazardous or used as a weapon ensuring vigilant compliance and oversight.
9. Creates and implements school's master curriculum schedule.
10. Organizes and attends all staff, IEP and 504 meetings.
11. Attends and represents the District at civic and executive Board meetings and participates on various school committees to address student and school needs.
12. Writes and presents reports at school Board meetings.
13. Plans and implements appropriate professional development.
14. Prepares and submits annual building budget within District guidelines and ensures compliance with program requirements.
15. Provides supervision and direction for the Vocational Programs.
16. Implement District disciplinary policy and procedures related to student behavior and achievement in coordination with OYA.
17. Informs the District office about activities in the school and forwards required reports to the District.
18. Exercises decisive leadership in all situations.
19. Participates in proactive resolution of students, staff and OYA concerns and/or challenges.
20. Assumes responsibility for a safe and orderly environment.

21. Prepares and presents reports, letters, memos, and other necessary correspondence to students, staff, OYA, and the community regarding school systems and policies.
22. Appropriately maintains and secures confidential records and inquiries.
23. Professionally represents the school and the District in interactions with parents, community, staff, OYA, state and students.
24. Maintains appropriate certifications and training hours as required.
25. Performs related duties as assigned.
26. Complies with applicable District, state, local and federal laws, rules and regulations.
27. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends/facilitates staff meetings.
3. Inspects facilities and campus for health and safety concerns.
4. Substitutes for teachers, as necessary.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience. Master's degree (M.A.) or equivalent strongly preferred. Prior successful experience working with or teaching delinquent youth, juvenile incarceration or in an alternative school setting with adolescents from various socioeconomic backgrounds strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with delinquent adolescent students. Ability to lead and motivate staff and communicate effectively with staff and community. Demonstrated ability to successfully work with adolescents who have a wide range of disabilities and behavioral issues
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students, parents and staff. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write speeches and articles for publication that conform

- to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
 - **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to understand and appropriately react to unpredictable situations arising with incarcerated youth. Ability to identify and appropriately address safety and security threats.
 - **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, MS Excel, MS Outlook and MS Power Point. Ability to type accurately and proficiently.
 - **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students with varying disabilities. Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an alternative educational environment with rigid standards and appropriately react to a wide spectrum of behaviors and threats from students in compliance with OYA and District policy. Background or understanding of mental health issues including substance abuse, physical and sexual abuse and other social characteristics faced by delinquent youth strongly preferred.
 - **Certificates, Licenses, Registrations:** Certificates as determined by the OYA and District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license and subject specific endorsement(s) through the Teachers Standards and Practices Commission (TSPC). Ability to obtain a valid CPR/First Aid card. Completion of weeklong OYA New Employee Orientation. Maintain safety/security training including but not limited to, self-defense and bloodborne pathogens.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee may need to be able to sustain continued exertion during emergency situations. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is non-standard for education. The environment is tightly controlled. It more closely aligns with a correctional setting than a standard school setting. There are very strict standards with the emphasis on safety and security at all times. Staff must be vigilant in monitoring behaviours and be able to react appropriately to a variety of threats. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and altercations that may arise. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids, bloodborne pathogens and/or infectious diseases. The employee is exposed to students with violent histories who suffer from a variety of social and mental health issues.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
