



Assistant Director of Alternatives in Action High School

Alternatives in Action is a non-profit organization that works with youth who have leadership potential and prepares them for college, career AND community. Alternatives in Action is committed to building opportunities for youth with leadership potential to take charge of their life and make positive changes in their communities.

This position would serve Alternatives in Action High School (AIAHS) located in East Oakland. Our charter high school focuses on supporting approximately 200 youth who have not been successful in traditional learning environments be college, career and community ready through intensive community-building, youth leadership development, project-based learning and youth-adult partnerships. Our AIAHS staff and student population is diverse and committed to quality work and community-building.

THE IDEAL CANDIDATE WOULD:

- Be an innovative educator who isn't afraid to roll up their sleeves in a non-traditional setting and facilitate both academic and real-world skill-building
- Be an experienced school leader who understands the challenges and opportunities in small schools
- Be a passionate advocate for education as a key social justice strategy for high risk urban youth

MAJOR RESPONSIBILITIES:

- Provide instructional leadership through staff management and coaching, professional development and articulation of vision and mission of the high school
- Lead staff and youth in holding a school culture that supports learning and inclusion for all
- Ensure that all compliance requirements are met as detailed in the Local Control Accountability Plan, AIAHS charter and the California Department of Education
- Facilitate school governance bodies including Parent Advisory Committee, English Language Learner Committee, Youth Leadership, and with the Executive Director, Board Governance Committee
- Manage the high school budget with the Executive Director including reviewing financial reports, tracking expenditures and developing budget priorities
- Lead the school leadership team
- Support charter management and renewal efforts
- Develop and maintain key community partnerships

QUALIFICATIONS:

- Administrative credential achieved or in process; experience in school leadership and administration
- California teaching credential and a minimum of 5 years direct teaching experience
- Minimum of 3 years formal staff management experience
- Experience working with California content standards and adapting them to a progressive youth-centered curriculum approach that emphasizes depth in learning
- Experience in developing educational and/or youth development programs
- Knowledge of educational trends and an understanding of project-based learning strategies
- Experience in at least two of the following program areas credit recovery, ELL programs, career readiness and college prep strategies
- Bilingual, Spanish/English preferred
- Computer Proficiency in Microsoft Office Suite, knowledge of Powerschool or other School Data system
- Ability to lift at least 20 pounds
- Drivers license and consistent transportation

CLASSIFICATION: Full-time exempt salaried position

COMPENSATION: \$60,000 to \$75,000 depending on experience and educational level

BENEFITS:

100% Premium Medical/Dental, 403(B) Retirement Option

Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, 1 week Spring Break

For more information about Alternatives in Action, please visit our website

www.alternativesinaction.org

To apply please submit the following documentation with the documentation with the subject line by email to: hr@alternativesinaction.org attention Human Resources.

- 1. Resume**
- 2. Cover letter**
- 3. Copy of all relevant credential(s)**

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.