Utah International
A World of Learning
Utah International Charter School

Now Hiring: Assistant Principal

Utah International Charter School is a unique small secondary school in its fifth year of operation in South Salt Lake City. Our mission is to empower English language learners in grades 7 to 12, including refugees, immigrants, and American-born students, with rigorous academic content made accessible to all students in a student-centered environment. We are seeking an assistant principal to join our team beginning in June of 2018. Utah International employees must be committed to shared leadership, continuous professional growth, and creating a school community that supports and advances best practices in instruction for language acquisition, cognitive development, student engagement and social growth.

Responsibilities

- Manage the student application and registration process and enroll new students, including coordinating with refugee-serving agencies and other partners and working directly with students and families to facilitate enrollment.
- Share student discipline and intervention duties with the principal: Support and train teachers in restorative discipline and positive behavior supports, counsel student and families, mediate conflicts, implement consequences, and refer to support services.
- Coordinate state-required student assessments, including ACT, WIDA, and SAGE, and work with the principal to ensure compliance with state, federal, accreditation and funding requirements.
- Share responsibilities for the facility with the principal: Open and close the building, manage maintenance and janitorial needs, coordinate facility upgrades.
- Share instructional leadership responsibilities with the principal and teacher leaders: Provide mentoring, training, and coaching to teachers, serve on the leadership team, and facilitate team decision- making for continuous school improvement.
- Represent the school at community meetings and events.
- Serve as acting principal when the principal is out of the building.
- Other duties as assigned.

Qualifications

- School administrator license or willingness and ability to obtain this while working full time.
- Five years' professional teaching or school-related counseling or social work experience, particularly with diverse populations, especially refugees and other English language learners.
- Excellent interpersonal skills and demonstrated leadership ability.

Compensation

$55,000 to $80,000 per year, depending on qualifications and experience.
Health insurance and 401K retirement plan.
This is a full time, year-round position with about 5 weeks of annual vacation and some evening, early morning, and weekend work required.

Application

Apply via Teachers-Teachers.com or via email to Angie Rowland: arowland@utahinternational.org. Include a cover letter summarizing your qualifications and explaining your interest in the position. List at least three current professional references. Please review our website at utahinternational.org for information about the school.

Utah International Charter School is an equal opportunity employer.