

# **JOB ANNOUNCEMENT**

## **OPENING: Assistant Principal/ Literacy Director**

**(this is a part time position working 18-25 hours/weekly)**

**Location: 3005 South 2900 East, Salt Lake City, UT 84109 PH: 801-474-2066**

**School: Canyon Rim Academy, a K-6 Charter School**

**Position Start Date: Mid-August 2019**

### **Minimum Qualifications:**

The standard level of education for this position requires a master's degree in Education Leadership, Literacy or Curriculum and Instruction. Preference may be given to candidates with prior work experience working in an elementary charter school setting. Must obtain fingerprinting and background check. Must demonstrate excellent oral and written communication skills.

Canyon Rim Academy is dedicated to our vision of promoting the learning, achievement, development, and well-being of each student while embracing our core values of: learning, respect, safety, love, peace and joy. This person works under the direction of the school principal and may help coach, mentor and deliver feedback to teachers and help to create a culture of accountability. Some but not all of the duties are listed below:

- Attend Literacy Directors meetings and direct the creation and implementation of the schools LIT Plan.
- Help with training, coaching and informal observations of teachers and aides.
- Develop teachers' professional knowledge skills and practice through differentiated opportunities for learning and growth (Collaborative Inquiry Groups).
- Head the school's mentoring program and work closely with the University Liaison.
- Monitor and evaluate the impact of instructional programs on student learning and achievement and make adjustments as necessary.
- Implement coherent systems of curriculum instruction and assessment that promote the mission and values of the school.
  - Organize curriculum to ensure grade level alignment with the state core; work on vertical alignment.
  - Participate in ongoing review of programs to assess effectiveness and alignment with the Utah Core Standards.
- Collect, review and respond to academic data at consistent and timely intervals and provide feedback to the instructional staff.
- Train Aides on fluency, accuracy and comprehension Intervention programs.

The successful candidate must demonstrate good communication skills, compassion, critical-thinking skills, listening skills, and be detail oriented.

To apply, please submit your resume to [dgarrett@canyonrimacademy.org](mailto:dgarrett@canyonrimacademy.org) no later than February 22, 2019. Interviews will be conducted in March. Please include a day time phone number on your resume.