

## **Director of the Alternative Diploma Program**

Do you have the passion, vision, and experience to design and lead a progressive high school for previously out-of-school youth? The United Teen Equality Center (UTEC) in Lowell, MA is looking for a qualified individual to lead UTEC's Alternative Diploma Program (ADP), a partnership with Lowell High School. For the last three years, UTEC has provided an alternative education for Lowell High students who have dropped out or are at risk of dropping out of school. Students are referred to the program by a UTEC Streetworker and /or Lowell High School as sophomores, juniors or seniors. They are taught by UTEC staff and receive a Lowell High School Diploma.

UTEC is now in a position to grow and develop the program so that we can serve more students, expand our course offerings, and provide post-secondary counseling to students. The Director of ADP will design and lead a school that focuses on student-centered learning, applied and project-based learning, and social justice values. Wraparound services are an integral component of the school, provided by UTEC's Transitional Coaches (i.e., case managers). The perfect candidate for the position will have the educational leadership experience to develop curriculum, supervise teaching staff, foster partnerships with local educational institutions, and teach youth the principles of civic engagement and cultivate students' interest in social justice issues.

This is an exciting position for an individual who desires to lead a school in a community-based setting, collaborate with fellow educators and youth workers, and serve a youth population that needs extra support to excel. The position reports to UTEC's Executive Director and requires close collaboration with UTEC's case management department.

### **General Responsibilities:**

- In partnership with teachers and others, develop the ADP curriculum and benchmarks, focusing on academic courses required to graduate and civic engagement
- Supervise 3 certified teachers and 2 AmeriCorps members dedicated to ADP
- Develop strategies to engage proven-risk teens to excel in ADP and create procedures regarding operations, discipline, and instructional practice that will promote student learning.
- Partial teaching responsibilities in the candidate's content area(s)
- Oversee professional development of ADP teaching staff
- Record all attendance, grade, and testing data within UTEC's database (or supervise staff who do) and compile all necessary reports
- Participate in organizational leadership meetings with fellow UTEC Directors
- Serve as the liaison between UTEC and Lowell High School
- Develop partnerships with institutions of higher education so that ADP graduates are prepared to enroll in post-secondary institutions
- Promote best practices

### **Additional Qualifications:**

- Master's degree preferred
- Previous teaching experience required, in an urban setting preferred
- Has taught youth about civic engagement and social justice
- At least 2-3 years of supervision experience in a school or comparable setting required
- License to teach in Massachusetts or another state preferred
- Ability to multi-task and adapt to a changing environment
- Ability to work as a leader and as part of a team
- A sense of humor and knowing how to have fun while working hard

**Application Procedure:**

All candidates must email a resume and cover letter to Zenub Kakli: [zkakli@utec-lowell.org](mailto:zkakli@utec-lowell.org). Applications will be reviewed on an ongoing basis with our intention to begin interviews immediately, so please send in ASAP. The salary range for the position is \$50,000-55,000 and commensurate with experience. For more information on UTEC, visit [www.utec-lowell.org](http://www.utec-lowell.org).

