INTERIM DIRECTOR OF THE MALCOLM PRICE LABORATORY SCHOOL
Position Announcement

Office of the Executive Vice President and Provost
University of Northern Iowa
(Internal Search Only)

The University of Northern Iowa is currently accepting internal applications for a one-year term, full-time position of Interim Director of the Malcolm Price Laboratory School (MPLS).

Position Description

The Interim Director of MPLS currently reports directly to the Associate Provost for Faculty Affairs. S/he provides administrative and instructional leadership of MPLS K-12 including responsibility for programs, personnel, facilities, budget and oversight of the Child Development Center.

Primary responsibilities include:

- Working with others in the school community including principals, faculty members and the Parent Advisory Council to establish rigorous, concrete goals for instructional programs and student achievement including full implementation of the Iowa Core Curriculum by 2012.
- Working with principals, faculty and staff to align educational programs, plans, actions and resources with goals of the College of Education, the University and the Iowa Department of Education.
- Providing leadership for assessing, developing and improving a school climate and culture conducive to student learning.
- Working with the Iowa Department of Education, UNI faculty, other higher education partners and PLS faculty to develop research projects to identify and implement best practices in education of PK – 12 students.
- Providing opportunities for ongoing, job-embedded appropriate faculty and staff development to ensure implementation of promising practices and continuous improvement.
- Overseeing and allocating budgetary resources to support educational goals.
- Communicating effectively about school programs and activities with UNI and College of Education administration, faculty/staff and parents.
- Monitoring and evaluating the effectiveness of curriculum, instruction and assessment.
- Evaluating Professional and Scientific and Merit staff where appropriate and providing coaching for improvement.
- Working to move MPLS into compliance with required state and federal reporting requirements.
- Recruiting, selecting and orienting new faculty/staff to support quality instruction.
- Managing fiscal and physical resources responsibly, efficiently and effectively.
- Formulating, reviewing and administering school policies, procedures and practices in regular communication with the Parent Advisory Council and stakeholder groups.
- Acting for other administrators when they are absent or unavailable.
- Representing the Lab School at conference and area superintendent meetings.
- Serving as an ex-officio, non-voting member of the Advisory Council for the statewide research and development school.
• Other duties as may be assigned by supervisor.

Direct reports currently include two principals (elementary and secondary), the Information Technology Specialist, a Program Associate I, a Secretary III, a Clerk III, the Activities Director, and Support Services Coordinator.

**Required Qualifications**

Current UNI faculty or administrative appointment with tenure required. At least two years of PreK-12 teaching experience and at least two years of school administration experience, excellent communication skills, and demonstrated ability to build collaborative relationships with a wide variety of stakeholders required. Applicants also must demonstrate skill in curriculum management, budgeting, personnel supervision and evaluation.

**Application**

Applications received by May 12, 2010, will receive full consideration. The Office of the Executive Vice President and Provost encourages applications from persons of color, women, persons living with disabilities, and veterans. Electronically send a letter of application and current vita to the search committee chair as noted below. In addition, fax or mail three letters of reference to:

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Associate Professor of Educational Leadership  
Chair, Price Laboratory School Interim Director Search Committee  
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