

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR II – ALTERNATIVE EDUCATION, CHARTER SCHOOLS & JUVENILE JUSTICE

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration and Supervision.
- (3) Minimum of five (5) years successful teaching experience, preferably in a successful alternative education program.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of current trends and research in alternative education, charter schools, and juvenile justice programs.
- (2) Knowledge of and ability to use student database systems.
- (3) Knowledge of federal, state and local policies, procedures, rules, regulations and laws related to assignment.
- (4) Ability to organize, communicate, plan and disseminate information and interpretations related to alternative education, charter schools, and juvenile justice programs.
- (5) Ability to organize and prioritize activities.
- (6) Ability to communicate effectively, both orally and in writing.

JOB GOAL

To work with professional staff, the community and other governmental agencies in identifying and developing proposals and implementing programs for eligible students in alternative education, charter school, and Juvenile Justice programs.

REPORTS TO:

Assistant Superintendent of Curriculum and Instruction

SUPERVISES:

Secretary
Data Specialists
Teachers On Special Assignment
Teachers-in-charge
Teachers

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Serve as building-level principal for alternative education programs as assigned.
- * (2) Develop and negotiate contracts with all alternative programs administered by other agencies.
- * (3) Monitor and provide oversight to alternative education, charter school, and juvenile justice programs in schools throughout the District.
- * (4) Develop and provide implementation assistance for model alternative programs.
- * (5) Develop, implement and oversee the Safe Schools budget.
- * (6) Develop, implement, and oversee the Safe and Drug Free Schools budget.
- * (7) Serve as District liaison for Charter Schools by providing technical assistance and monitoring student and program progress as required.
- * (8) Project needs of the District for placement of at-risk students in alternative programs and initiate development of programs to meet their needs.

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- * (9) Work with professional staff to coordinate alternative education programs with the District's basic curriculum.
- * (10) Write and submit appropriate project proposals.
- * (11) Review and recommend individual school plans for approval and implementation.
- * (12) Serve as SACS Facilitator for assigned schools.
- * (13) Provide assistance in development of SAI budget.

Inter / Intra-Agency Communication and Delivery

- * (14) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (15) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (16) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- * (17) Respond to concerns and inquiries in a timely manner.
- * (18) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- * (19) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (20) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (21) Keep well informed about current trends and best practices in areas of responsibility.
- * (22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (23) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (24) Promote and support professional growth for self and others.
- * (25) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (26) Maintain a network of peer contacts through professional organizations.
- * (27) Attend training sessions, conferences and workshops to keep abreast of current best practices, programs and legal issues.

Systemic Functions

- * (28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (29) Prepare or oversee the preparation of all required reports, contracts and maintain appropriate records.
- * (30) Serve on District, state or community councils or committees as assigned or appropriate.
- * (31) Represent, consistently, the District in a positive and professional manner.
- * (32) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (33) Provide leadership and direction for the assigned areas of responsibility.
- * (34) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- * (35) Utilize appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (36) Assist in implementing the District's goals and strategic aims.
- * (37) Exercise proactive leadership in promoting the goals and mission of the District.
- * (38) Provide oversight and direction for cooperative planning with other agencies.
- * (39) Set high standards and expectations for self and others.
- * (40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (41) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (42) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to lift and move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 6

Date of Board Approval: August 21, 2001

Date of Revision: May 17, 2005