

TITLE

Director of Alternative Education Program

QUALIFICATIONS

- Valid teacher's license with appropriate endorsement; and
- Administrative or supervisory experience in accordance with state law and State Board Rules and regulations, based on the minimum of a master's degree.

JOB GOAL

To provide students enrolled in the alternative education program with education, training, and experience based as fully as possible on their own individual needs, interests, desires, and expectations, while maintaining high standards in the educational experiences offered.

ESSENTIAL FUNCTIONS

- Establishes criteria for student admission into the alternative education program, and administers the admissions procedure;
- Conducts an annual in service training workshop for teachers assigned to the program;
- Maintains current knowledge of all pertinent rules, regulations, and statutes, and assures that the alternative education program meets such requirements and standards;
- Assumes responsibility for the collection, review, and submission of all forms and reports relative to the program to the administration, the Board, and to state agencies;
- Supervises all personnel in the alternative education program and counsels them regularly on both a formal and an informal basis;
- Meets with students enrolled in the program for the purpose of counseling and evaluation;
- Prepares and administers the program's budget; and
- Interprets the alternative education program to the students, staff, administration, Board of Education, and the public.

PHYSICAL DEMANDS

This job may require lifting or carrying of objects that exceed 10 lbs. Other physical demands that may be required are as follows:

- Reaching
- Talking
- Hearing
- Seeing

TEMPERAMENT (Personal Traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively.
- Numerical: Ability to perform mathematical operations quickly and accurately.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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