

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Secondary Education, plan, organize, control and direct the District's Alternative Education programs; serve as the Principal/administrator for Alternative Education and Independent Study Programs(ISP's); supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct the District's Alternative Education programs; serve as the Principal/administrator for Alternative Education and ISP's; assist with the supervision of continuation high school, alternative education and independent study programs.

Serve as an academic coach for the alternative schools.

Implement program changes in Alternative Education and ISP's resulting from new legislation.

Coordinate and monitor District's alternative education support programs including Necessary Small Schools and Opportunity programs.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Prepare annual project proposals; monitor distribution of funds; oversee program evaluations.

Assist principals with monitoring the implementation and evaluation of the District's Standards and Benchmarks.

Serve as Prevention Intervention Services liaison; work with students who are required to be placed in special programs.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and conduct a variety of meetings as assigned; serve as a member of the Leadership and Secondary Council.

Oversee the coordination of the District Academics and Regional Occupational Programs.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Alternative Education programs of the District.

Operational characteristics, services, and activities of alternative programs.

Organizational and management practices related to the analysis and evaluation of services, policies, and operational needs.

Principles and practices of alternative education services development and administration.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the District's Alternative Education programs.

Serve as the Principal/administrator for Alternative Education and ISP's.

Supervise the performance of assigned personnel.

Provide administrative and professional leadership and direction for the Alternative Education services.

Recommend and implement goals, objective, and practices for providing effective and efficient Alternative Education services.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree and five years teaching experience at the secondary level including two years site management experience.

LICENSES AND OTHER REQUIREMENTS:

General Administration, Standard Administration or Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.