

**DIRECTOR OF ALTERNATIVE EDUCATION**

**Purpose Statement**

The job of Director of Alternative Education is done for the purpose/s of implementing and maintaining alternative student programs and services in conformance with district and state objectives; researching and proposing new alternatives targeted at promoting student achievement; serving as a resource to alternative school personnel, the Board of Trustees and other departments; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

**Essential Functions**

- Coordinates operations among alternative schools and/or programs for the purpose of improving student academic success and ensuring district objectives are achieved and resources are effectively utilized.
- Collaborates with others (e.g. school personnel, district administrators, parents, students, community organizations, etc.) for the purpose of implementing and/or maintaining alternative services and/or programs.
- Manages and evaluates a wide variety of program components for the purpose of delivering services which conform to established guidelines and regulations.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Monitors projects, grants and programs for the purpose of ensuring that services comply with district, state and federal requirements.
- Develops proposals, program improvements and grant opportunities for the purpose of meeting District goals.
- Develops long and short range plans/programs and annual budget for the purpose of ensuring that the district's resources are effectively utilized.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
- Composes a wide variety of documents in written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying principles and practices of alternative education; principles of grant and proposal writing; administering a program budget; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to exercise leadership through the use of organizational, supervisory, and interpersonal skills; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: instructional strategies and approaches; principles of alternative education; budget preparation; concepts of grammar and punctuation; health standards and hazards; and stages of student development.

ABILITY is required to organize a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; and analyze data utilizing defined but different processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules setting priorities; working with detailed information/data; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

#### **Physical Requirements**

Hearing and speaking to exchange information and make presentations; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the

waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**Education/Experience**

Master’s degree in educational leadership or related field is required. A minimum of three years, of the last five years, of experience in school district administration or in organizations related to education (i.e. institutions of higher learning). Experience as a principal is highly desirable. Experience and knowledge of alternative education settings preferred.

**Required Testing**

None Specified

**Certificates Required**

California Teaching or Counseling Credential  
California Administrative Services Credential/ or  
Certification of Eligibility for Administrative Credential  
Valid California Driver’s License

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics.” SUHSD Board Policy 0410*

*Management Job Description  
Adopted by BOT 5.26.15*

*Salary Range 2*