



COORDINATOR, ALTERNATIVE EDUCATION

GENERAL RESPONSIBILITIES

The position is responsible for planning, administering and directing the school division's alternative education program. Formulate and interpret policies and procedures and ensure compliance with state and federal regulations.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepare and administer a budget for the assigned program areas, prepare grant applications and solicit funds to provide financial support for program.
- Formulate proposals for the development and revision of policies pertaining to assigned program.
- Establish and monitor procedures for the screening, placement, evaluation, assignment, and reappraisal of students with regard to alternative education.
- Coordinate the development, implementation and revision of the curriculum for alternative education with curriculum supervisors.
- Ensure compliance with state and federal regulations regarding alternative education.
- Interpret alternative education instruction to the School Board, staff, parents and the community.
- Assist principals, administrators and teachers with understanding alternative education and making appropriate referrals for student placement.
- Meet with parents/guardians and students to resolve concerns and determine appropriate educational placements.
- Evaluate alternative education program to ensure that program objectives for student achievement are met.
- Provide expenditure controls and regular accounting to the assistant superintendent for requisitions of materials and equipment to support program.
- Assess and identify program needs and provide recommendations regarding future equipment, site, program and personnel requirements.
- Assist the human resources department with interviewing and recommending qualified candidates for alternative education staff positions.
- Assist with transitioning students who have attended an alternative education facility back to the comprehensive school setting.
- Supervise, evaluate and direct the work of alternative education personnel to include program administrators.
- Supervise, plan and provide staff development programs for assigned professional staff as appropriate.
- Prepare or direct the preparation of reports to state, federal, and local regulatory and grant agencies as required.

- Communicate with the transportation department to arrange transportation as needed for alternative education students.
- Facilitate interagency planning between the school division and external service providers such as regional programs, court services, and detention centers.
- Work collaboratively with the special education department to coordinate services to special needs students served in alternative education.
- Ensure accurate record keeping of students receiving alternative education instructional services.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and procedures of school administration; skill in grant writing and monitoring; comprehensive knowledge of area of specialty; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school principals, associates and the general public.

EDUCATION AND EXPERIENCE

Master's Degree in education administration and considerable teaching experience. Certification in Instructional Supervision and Administration.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

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| FLSA status: Exempt | Description: Rev. 8/08 |
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