

CHICO UNIFIED SCHOOL DISTRICT

DIRECTOR, ALTERNATIVE EDUCATION PROGRAMS

DEFINITION

Under professional direction, to coordinate the planning, organization, and management of the District's alternative education programs (including but not limited to continuation high school, community day school, GED, District Alternative Programs and Charter Schools) and projects; to plan, organize, coordinate, and supervise the program and project budget forecasting and development, and in implementing expenditure control systems; to organize, coordinate and supervise research and development activities, including student attendance, program compliance and project quality assurance, and alternative behavioral and academic remediation programs; to actively participate, coordinate and provide leadership in the District safe school master planning activities, including student disciplinary processes; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise commonly taught in public schools, alternative pupil remediation programs, and special project curriculum and instruction development, and laws and regulations that relate to charter schools and implementation strategies. Directly related administrative experience is necessary to assure success in the District alternative education leadership role. The job requires the ability to analyze alternative education program and student disciplinary issues and concerns, and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of the alternative programs and student behavior remediation services of the organization. The position classification has supervisory and management responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, school administrators, ancillary staff, and community members and public agencies to influence, motivate and monitor the result objectives of the alternative education operation. This is a position classification that performs light work, but does require walking and standing for extended periods. The job also requires the accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Plans, organizes, coordinates, and supervises the conduct of need assessment and service inquiries in establishing and implementing alternative education projects, programs, and student discipline processes.
- Provides expertise in identifying, formulating, and implementing the District adult education goals and objectives in compliance with County, State and Federal legal mandates and guidelines.
- Supervises the allocation of program and project human and monetary resources to maximize student behavior management and achievement.

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- Plans, organizes, develops, coordinates and conducts a variety of staff development and in-service training programs.
- Establishes communication feedback systems and processes for monitoring and auditing the program and project functions and activities.
- Reviews, monitors, supervises and evaluates the performance of the alternative education instructional and non-instructional personnel.
- Provides leadership, support, and guidance to members of the District advisory committees and groups, and community public and private children service groups.
- Plans, organizes, and directs research and development activities, including action research and the projecting, planning, and forecasting of alternative education student program functions, and activities.
- Plans and organizes the special project record management system, and prepares a variety of management reports concerning the alternative programs and service outcomes and accomplishments.
- Plans, organizes, and coordinates implementation of program and project budget planning, compliance guidelines and procedures, and expenditure control strategies; develops and recommends the approval of outside service contracts.
- Identifies, seeks out special funding, and plans, organizes, develops and coordinates grant application proposals.
- Provides advice and counsel to District and members of the educational community concerning alternative education programs and services, program and project participation eligibility, and safe school planning activities.
- Plans, organizes, and coordinates the student discipline processes, including suspension, expulsion, the SARB functions and activities, and community coalition building functions.
- Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated service and employee agreements.
- Provides oversight, support and monitors compliance regarding District sponsored charter schools.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects affecting alternative education programs and projects, and student behavior management.
- Organization, management, planning, and evaluation strategies, techniques, and procedures;
- Alternative education program and project service design and delivery systems, including audit and evaluation processes to determine program and service effectiveness;
- Research and development strategies, processes, and techniques;
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.

Ability to:

- Plan, organize, coordinate, and direct the District alternative education projects and programs.
- Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures;

- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, and make effective and timely decisions;
- Communicate effectively in oral and written English, and a second language as required by the assignment;
- Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of public school teaching experience, and three years of experience in an administrative position with experience in alternative education programs.

Education:

Completion of a Master of Arts or higher degree in administration and supervision, curriculum and instruction supervision, counseling and guidance, or closely related fields.

Certification Requirement

Possession of a valid California credential authorizing service as an elementary and secondary education administrator.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.