

Cape Girardeau Public School District No. 63
Job Description

Job Title: Director, Alternative Education Center

Terms of Employment: 12 month contract; 220 days

FLSA Status: Exempt

Reports To: Assistant Superintendent, Academic Services

Brief Description of Position:

The Director of the Alternative Education Center is responsible for overseeing the alternative education including the prevention of early student withdrawal from school; and to provide professional leadership, consultation and support of this program.

Required Qualifications:

- Master's degree in an approved program which qualifies for secondary principal certification with the state of Missouri.
- A minimum of four years of teaching experience at the secondary level.
- Previous administrative experience at the secondary level and a teaching certificate.
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

Preferred Qualifications:

- Working knowledge of Professional Learning Communities

Essential Duties and Responsibilities:

- Assumes responsibility for the daily management and operations of Alternative Education Center.
- Assists in assignment of all staff members, including hiring of staff.
- Assumes responsibility for the supervision and evaluation of all employees assigned to the center.
- Promotes and supervises an effective instructional program which is consistent with the District's curriculum.
- Monitors student achievement and works with the teachers to improve student performance.
- Provides leadership in curriculum development, implementation, and evaluation, along with other District administrators.
- Administers the building budget, approves needed building supplies and materials in compliance with state regulations, policies and regulations of the school board.

- Establishes and maintains good relationships with parent organizations, community members, civic, service and professional organization.
- Communicates with staff, parents, students and student performance and needs.
- Assumes responsibility for the security, safety of students and appearance of the physical plant.
- Identifies opportunities for professional growth of staff.
- Assures that District, state and federal guidelines used in providing services to exceptional children are followed.
- Determines building schedules, assigns all staff members and students within the building.
- Participates in District meetings and committee assignments.
- Performs other duties as assigned by supervisor.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013