



EMPLOYEE NAME:

Created: April 17, 2023

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Director, Alternative Education	<b>JOB CODE:</b> 614A
<b>DIVISION:</b> Strategy and Accountability	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Accountability, Research & Grants	<b>WORK DAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Assistant Superintendent, Accountability, Research & Grants	<b>PAY GRADE:</b> CDR (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership, planning, organization, direction, coordination and implementation of alternative education programs.	

**REQUIREMENTS:**

1.	Educational Level: Master's degree or higher
2.	Certification/License Required: Valid Georgia Leadership Certification
3.	Experience: Minimum 5 years school-based experience; experience in middle or high school preferred.
4.	Physical Activities: Routine physical activities required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Knowledge of curriculum; excellent written and oral communication; organization and planning; project management skills; data analysis skills; technology skills; strong leadership, interpersonal and public relations skills.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Demonstrates appropriate knowledge of curriculum and instructional strategies and evaluates the instructional programs within the realm of assigned duties to include after school, punitive and non-punitive alternative education programs including summer programs.
3.	Monitors goal setting and evaluation of staff and programs assigned.
4.	Promotes public relations and facilitates positive communication among various constituents within the central office (e.g., providing educational and federal supports for special education and Title III students), Accountability Division, local schools and community.
5.	Supervises the development and implementation of successful transitions of students served by the alternative education program (Ombudsman). Conducts meetings with students regarding curriculum and graduation plans providing supports to the student and family.
6.	Administers and improves alternative education programs in compliance with all standards and regulations.
7.	Allocates resources, supervises personnel and coordinates program implementation.
8.	Demonstrates fiscal responsibility with the Alternative Education Program's budget.
9.	Coordinates state assessments (Milestones, grades 6-12) for the alternative education program (Ombudsman).
10.	Develops and provides training to all local schools for operational and structural procedures of the alternative education placement program.
11.	Supervises and promotes working relations among the After School Program Directors, the local school principals, county personnel, and the Georgia Department of Early Care and Learning.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_