

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Alternative Programs

QUALIFICATIONS

- Master's Degree required with major in Educational Leadership or Administration and Supervision preferred.
- Management experience or school-based leadership experience.

KNOWLEDGE, SKILLS, ABILITIES

- Demonstrated success working with and through people in establishing goals, objectives, and action plans to achieve District goals.
- Knowledge of the laws and rules as they relate to areas of responsibility.

SUPERVISION

REPORTS TO Superintendent/Designee
SUPERVISES Alternative Sites and Personnel/Staff

POSITION GOAL

To assist schools with the implementation of the Student Conduct and Discipline Code and to provide expertise and support services to ensure a safe and orderly school environment; to coordinate District programs related to school-wide social-emotional health and welfare programs for students and staff; and to support schools in achieving goals established in response to the needs and disparities identified at the District, school, and classroom level.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate the preparation of local, state, and federal reports relative to areas of responsibilities.
2. *Assist with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies.
3. *Serve as liaison to the Manager of School Safety and to all local law enforcement agencies and public safety agencies relative to school safety and security.
4. *Supervise the truancy center.
5. *Serve as the primary contact with the appropriate Executive Directors with alternative discipline programs.
6. *Supervise and coordinate the processing of expulsion and alternative assignment recommendations.
7. *Assist the Executive Directors of Elementary, Secondary, and ESSS with analyzing student discipline issues impacting student achievement.
8. *Coordinate with school principals to provide expertise and to support increasing school safety and achievement of District goals.
9. *Supervise the FTE data collection for contracted alternative education programs.
10. *Supervise and manage contracts for contracted educational programs.
11. *Coordinate contracted expulsion alternative programs.
12. *Prepare and administer the department budget.
13. *Develop appropriate staff development programs for specific areas of responsibility including, but not limited to, Positive Behavior Pathways and Anti-Bullying Initiatives.
14. *Review Board policies and make recommendations regarding areas of responsibilities.
15. *Engage in on-going self-development and remain up-to-date on current research, trends, and best practices relevant to areas of responsibility.
16. *Maintain information on best practices relative to areas of responsibility.
17. *Collaborate with the District Multi-Tier System of Supports (MTSS) team to ensure that a comprehensive system of behavior interventions is available to support students.

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18. *Provide periodic reports to the Superintendent and Leadership Team on matters pertaining to school safety and alternative placements.

19. Perform other duties as assigned by the Superintendent/Designee.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment and Materials

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-P **\$77,976 - \$119,614**

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function 7200
Job Code 1304
Survey Code 79017

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 7, 2016
June 24, 2003
September 21, 1999

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh