



DIRECTOR, ALTERNATIVE EDUCATION

GENERAL RESPONSIBILITIES

The director is responsible for the development, implementation and coordination of alternative education programs at The Renaissance Academy.

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.)

- Develop and maintain an effective educational program consistent with state and federal guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff.
- Plan, organize and direct implementation of all school activities.
- Establish and maintain an effective learning climate in the school; provide for the efficient conduct of school instruction and business.
- Initiate, design and implement programs to meet specific needs of the school; direct and monitor the development of the school's instructional program.
- Make recommendations concerning the school's administration and instruction; assist in the preparation of the school budget and monitors expenditures.
- Prepare or supervise the preparation of reports, records, lists, and all other required information and data.
- Coordinate and work with the central administrative staff on school problems.
- Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students; interpret and enforce school division's policies and regulations.
- Provide guidance and leadership to teachers, parents, and administrators regarding policy, procedures, and the direction of the school's alternative education program.
- Develop and monitor short-and long-term goals to support the school division strategic plan.
- Meet with supervisors, administrative and instructional staff relative to instructional concerns and improvements and developing instructional procedures.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of the development of alternative education instructional programs and curricula; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school officials, school administrators, School Board, associates and the general public.

EDUCATION AND EXPERIENCE

Master's Degree in education or a related field (Ed. S. or C.A.S. preferred) and a minimum of five years of experience in secondary education, alternative education, or in a related leadership position. A Postgraduate Professional license with endorsements in administration and supervision is preferred.

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.

FLSA status: Exempt	Description: Dev. 10/08, 7/15
---------------------	-------------------------------