



# DIRECTOR – ALTERNATIVE SCHOOL SITES

## SUMMARY/SCOPE/GOAL

Create an environment within the alternative schools that will enable students to achieve the fullest benefits from the programs, services, and opportunities offered and to ascertain that the human and material resources at his/her disposal are utilized to the greatest advantage in the service to the pupils assigned to his/her building(s).

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's Degree from an accredited educational institution of higher learning required.
- Minimum three (3) years previous school administration experience.
- Minimum three (3) years successful teaching experience.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

- Certified in Educational Leadership, Certification as a School Principal by the State of Florida preferred.

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide leadership for and coordination of the overall activities of assessing, developing, providing, and implementing the overall instructional program at the assigned schools.
2. Coordinate, manage, and administer the selection of textbooks, materials, and equipment needed at the assigned schools.
3. Coordinate the alignment of the schools' instructional program with applicable content and course descriptions and standards, state statutes, state board rules, and school board policies and procedures.
4. Coordinate all aspects of the instructional and social emotional program at the schools so as to ensure all students have the opportunity to learn.
5. Coordinate, participate, and manage as requested the development and adoption of the District's testing program; manage and administer the testing program for the assigned schools.
6. Coordinate the hiring, developing, supervision, evaluation and mentoring of instructional and classified staff.
7. Cultivate a collaborative working environment that encourages innovation, communication, and continual learning.

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8. Coordinate and monitor the development and implementation of school instructional goals, strategies, and outcome measures.
9. Coordinate and evaluate student attendance and other records and intervene to correct problems when or before they occur.
10. Consistently enforce all applicable school policies, school board policies and administrative procedures and statutory regulations in regard to discipline of students, including the investigative and due process procedures for students who may be suspended.
11. Coordinate the development of long and short-range instructional and facility needs.
12. Coordinate and administer plant safety and facility inspections, including supervision of the buildings and grounds at the school(s).
13. Coordinate the maintenance function for the schools in a manner that ensures maximum life and use of facility.
14. Coordinate facility and support service requirements with appropriate District offices.
15. Provide leadership for and coordination of the discipline of students on campus and on buses, including statutory provisions for suspension and adhering to adopted District policies.
16. Coordinate and supervise the transportation service at the assigned school(s).
17. Coordinate and supervise the food service at the assigned school(s).
18. Provide leadership for and coordination of financial planning of the school, including the preparation of the school's budget, preparation of financial reports, and judicious management of all school funds.
19. Act as a liaison with city, state, juvenile, federal, and legal authorities.
20. Maintain visibility in the schools with all stakeholders.
21. Effectively communicate and coordinate with administration at all district schools.
22. Coordinate the development of and monitoring of the school budget through the wise use of the financial resources of the school.
23. Coordinate the development of the discipline manual for the district, as well as associated forms and letters that are part of the alternative school placement process.
24. Coordinate the development of the staff handbook and the student/parent handbook, and recommend content layout, and format.
25. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission.
26. Work independently with minimal supervision.
27. Communicate effectively, both orally and in writing, with students, parents, teachers and other professionals on a regular basis.
28. Adhere to the Codes of Ethics and Principles of Professional Conduct of the Education Profession of Florida.
29. Communicate, through the Assistant Superintendent, to the Superintendent, information relating to various problems or events of unusual nature.
30. Provide leadership for a coordination of Board policy and State statutes relating to Exceptional Education guidelines.

### **OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

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### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### **JOB RELATED:**

Demonstrated oral, written, and electronic communication skills; extensive skills in contract management and negotiation, skills in online learning platforms; ability to effectively work with teachers in assuring compliance with statutory and board requirements; demonstrated communications skills of listening, oral communication and oral presentation; demonstrated interpersonal skills and abilities, knowledge of human growth and development; knowledge of strategies for use with dropout prevention students. Demonstrated extensive knowledge of instructional strategies; learning style theories, and educational leadership strategies. Demonstrated superior organizational and follow-through skills; extensive knowledge of online and traditional curricula at all levels 6-12; evidence of effective decision-making skills and management skills; evidence of job tolerance, initiative, and strong work standards for self and others. Ability to prepare and manage the schools' budgets; read, interpret, and enforce statute, State Board rules and school board policy; ability to enforce collective bargaining agreements; ability to use effective public relations skills; ability to use effective interview techniques, coaching procedures, and evaluation procedures; skills in personnel management, interaction, and supervision techniques.

#### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### **PHYSICAL REQUIREMENTS:**

##### **(L) LIGHT WORK**

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Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

#### **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

#### **TRAVEL:**

Travel between sites often. Travel out of county rarely.

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### FOR HR USE ONLY:

<b>DIVISION:</b>	Student Services	<b>DEPARTMENT:</b>	Students at Risk
<b>TITLE CODE:</b>	D0240	<b>CONTENT BY:</b>	Assistant Superintendent – Student Services
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	05/14/2019	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	05/14/19	Initial Release	Student Services
1.1	12/01/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*