

**Job Title:** Manager, Alternative Education

**Grade Level/Terms of Employment:** Pay Grade 130/twelve-month (260 days) contract position with excellent benefits

**FLSA Status:** Exempt

**Work Location:** RPS Division Central Office

**Immediate Supervisor:** Director, Academic Programs & Student Supports

### **General Description:**

Richmond Public Schools' seeks a manager to lead the transformation of alternative education to meet the vision outlined in the division's Dreams4RPS Strategic Plan: develop and implement a plan to reimagine alternative education programs (primarily serving students who are over-age/under-credited) by re-engaging young people through innovative learning and leadership experiences. The Manager, Alternative Education, will review the current state of alternative education program offerings across the division in order to develop and lead the implementation of comprehensive, innovative solutions to serve the specific needs of RPS students for whom the traditional secondary school model is not their chosen path.

### **Essential Duties and Responsibilities:**

- Audits the full continuum of alternative programs available, including enrollment criteria, programmatic offerings and establishing conditions for success.
- Leads the design and implementation of Richmond Public Schools (RPS) alternative education program offerings to ensure all students have a path to graduation and post-secondary success.
- Develops and leads a strategy for ensuring youth and families understand their options, choices, and recommendations for consideration as they make key decisions for each stage of their academic career, and in a way that ensures equity and proactively addresses the unintended consequences of "tracking".
- Makes recommendations in partnership with division-level teaching and learning teams to inform curriculum and program offerings for students enrolled in alternative education programs.
- Designs a framework and process to ensure youth in RPS alternative education programs have a clear plan for school success, including effective use of academic and career plans; works with counselors at all levels to ensure this plan is well-implemented and manages a team to ensure this process, and others are codified and systematic.
- Oversees the development of a comprehensive career and college readiness plan that ensures every RPS alternative education graduate leaves RPS with sustainable post-secondary options: college acceptance (and plans to matriculate); a living-wage job offer; and/or enlistment in national service.
- Develops and monitors the essential data milestones that RPS counselors will use to refer/advise students to consider enrollment in an alternative program.
- Uses student outcome data to make recommendations and decisions related to program selection and design; monitors program impact and disaggregates data to provide ongoing assessment of quality and impact on student outcomes.
- Researches and learns the latest innovations to improve student supports at scale and in a sustainable manner (e.g. where can technology be leveraged versus person-to-person experiences) and stays informed regarding educational innovations and

trends and implements new strategies appropriate for division's student population based on data.

- Communicates ideas, options, recommendations with analysis, in various formats (PowerPoint, audio/visual, proposals) and in a manner that engages and invests the audience. Engages with youth, families, and school staff to understand historical and current efforts, from which to build plans/recommendations.
- Identifies key projects/efforts in a given time frame and develops clear thorough implementation plans, with clearly defined roles, and leads cross-functional teams to effectively deliver a concept.
- Monitors and communicates current state of programming, using data, for updating the Chief Academic Officer, Superintendent and School Board; as well as provides for the submission of all requisite information for state and federal reporting.
- Maintains clear and accurate budget expenditures in compliance with current division financial accounting procedures.
- Takes initiative and proactively identifies opportunities to strengthen one's team and organization.
- Works well in a fast-paced environment; demonstrates flexibility and adaptability with a sense of urgency and zeal for ensuring every youth in RPS experience success in college, career and civic readiness.
- Models professionalism, engages in reflection and self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues.
- Performs other related duties as assigned by supervisor and Chief Academic Officer.

#### **Qualifications:**

- Post-secondary professional license with an endorsement in Counseling and/or Administration/Supervision.
- Minimum five years work in K-12 or postsecondary education and experience successfully working with students from under-served communities with a track record of transformative results.
- Demonstrated leadership qualities and ability to work effectively with youth, teachers, parents/guardians, and school principals.
- Deep knowledge of high school graduation and college and career entry requirements, as well as an understanding of nationally-recognized indicators of readiness.
- Demonstrated experience designing and implementing programs to successfully serve students, working across a team of diverse stakeholders.
- Considerable experience and expertise in college and career readiness, innovative program design, including experience leading efforts to ensure every student, particularly those from marginalized communities and backgrounds, is prepared for college and career.
- Exceptional planning and communication skills required; biliteracy in Spanish preferred.