

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **Director of Alternative Education**  
Department: Educational Services  
Reports to: Assistant Superintendent of Educational Services

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#### **SUMMARY:**

Under the direction of the Assistant Superintendent, plan, organize, control and direct the District's Alternative Education programs; serve as the Principal/administrator for Alternative Education; supervise the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serve as the Principal/administrator for Alternative Education.
- Implement program changes in Alternative Education resulting from new legislation.
- Coordinate and monitor District's alternative education support programs.
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.
- Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Prepare annual project proposals; monitor distribution of funds; oversee program evaluations.
- Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
- Perform related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must have at least five years of credentialed classroom teaching experience and be able to perform each essential duty satisfactorily. Applicants must be able to run successful professional development trainings, both in-person and online.

#### **EDUCATION/EXPERIENCE:**

Required: Bachelor's degree; 5 years (minimum) of successful teaching and 3 years of successful administration experience  
Desired: Master's degree

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Required: Valid California Teaching and/or Pupil Personnel Services (PPS) Credential  
Valid California Administrative Services Credential

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write and research reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with a variety of people; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and technology carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals holding this position may perform additional duties as assigned.***