

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**Job Title:** Managing Director of Alternative Education, Child Nutrition, and Vocational Education

**Qualifications:**

**Education:** Master' degree in education or related field. Secondary Principal's certification.

**Training or Experience Required:** 3 years of experience as a school administrator

**Special Skills, Knowledge, Abilities:**

Communication skills (oral, written, or business): Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes completing complex application and reporting requirements associated with grants and other program applications.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

**Site:** Administrative Annex, Child Nutrition Office, and Vocational Office

**Reports To:** Superintendent or Designee

**Job Goal (Purpose of Position):** Performs administrative level duties under the limited supervision of the assistant superintendent to coordinate and supervise all activities of the alternative education, child nutrition, and vocational departments. Provides a line of communication between departments and the schools, oversees legal and fiscal accountability of identified programs, prepares and/or directs preparation of applications and/or reporting requirements of identified programs, recommends personnel actions, recommends and oversees employee activities to improve the overall efficiency and accountability of the identified programs, designs programs that enhance educational

**Managing Director of Alternative Education,  
Child Nutrition, and Vocational Education**

**(2 of 4)**

opportunities and benefits available to students, and serves as principal of the Vista Academy.

An incumbent in this position develops policies and procedures, completes alternative education and vocational education reporting requirements, and serves as principal of the Vista Academy. Due to the level of this position, the incumbent is required to use discretion, ingenuity, and judgment in resolving problems and administering the programs.

**Contact with Others:** An incumbent in this position has regular contact with other districts,

district personnel, and the public. Must be able to answer information requests from the public,

interpret and translate facts and information, explain situations and concerns and advise them of

alternative courses of action. Must be able to handle complaints and deal with parents and callers. Must use tact and diplomacy, independent judgment, and problem solving. Makes formal presentations; interprets policies and procedures based on experience; provides counseling, negotiations, or mediation techniques as appropriate.

**Other Performance Measures:** Successful performance of the job requires good customer service/people skills to handle callers, parents, and other parties. It requires developing proper safety guidelines and policies and making sure subordinates follow these policies. It requires maintaining proper school dress standards, proper attendance or leave policies, and other work-habit concerns. Creativity, initiative, and effective problem solving are critical to handle discipline, grievances, and to motivate a large staff of employees.

**Essential Job Functions:**

1. Supervises the alternative education, child nutrition, and vocational education administrative and office staff and delegates supervisory activities at his/her discretion.
2. Completes or oversees the completion of all applications and reporting requirements of the identified programs.
3. Prepares/manages the preparation of policies and procedures that insure district compliance with board policy, state, and federal law.

**Managing Director of Alternative Education,  
Child Nutrition, and Vocational Education**

**(3 of 4)**

4. Facilitates cooperation between school sites and departmental personnel to provide programs that benefit students.
5. Provides procedures and supervises fiscal accountability and compliance with district business procedures.
6. Develops standards and expectations of quality for identified programs,
7. Develops and supervises employee and client feedback systems to facilitate greater responsiveness and accountability of the identified programs.
8. Handles grievances at the appropriate level and recommends solutions for discipline in accordance with district policy and procedure.
9. Visits various school and program sites.
10. Keeps informed of new developments in the identified programs that will improve services.
11. Submits a monthly report to the assistant superintendent regarding departmental operations and issues.
12. Oversees the establishment of financial policies and procedures that permit efficient and safe departmental operations.
13. Oversees and delegates at his/her discretion standards of operation and expectations for departmental staff(s).
14. Recommends the reassignment of job duties as needed to insure the safest and most productive operation(s) possible.
15. Establishes criteria for program supervision and evaluation.
16. Interprets and supervises compliance with local, state, health, and education laws, regulations, and procedures.
17. Performs other duties as may be assigned by the assistant superintendent.

**Supervision Exercised:** An incumbent supervises a large staff of employees including the director of child nutrition, child nutrition specialist, other child nutrition staff at his/her discretion, and an assistant secondary principal.

**Managing Director of Alternative Education,  
Child Nutrition, and Vocational Education**

**(4 of 4)**

**Physical/Mental Requirements and Working Conditions:** This incumbent must have

physical/mental requirements to handle the stress of the job, apply reasoning and self control under adverse conditions. Other than those requirements listed above, the employee must have the ability to communicate on the phone, in person, in writing, and before audiences.

**Terms of Employment:** 250 Days. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of Board policy.

Approved: 07-13-98