

# **SEDALIA SCHOOL DISTRICT #200**

**Job Title: Director Whittier Alternative High School**

## **Job Overview**

- Administrative salary schedule: 11 – month contract
- Employed for a period of one year for the first term and two years thereafter
- Reviewed annually with recommendation for re-employment determined by April 15
- Reports to Superintendent

## **Qualifications**

- Teacher certification by the State of Missouri, preferably in more than one area
- Secondary Administrator Certification by the State of Missouri
- Three or more years of classroom teaching
- Experience with intervention techniques.
- Experience in teaching at-risk students for an understanding of the diversity and needs of the population.
- Skilled in computer operations to include work processing, spreadsheets, and other programs as applicable.
- Understanding of education and the alternative school's relationship to the community and the people served.
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression.
- Ability to organize and plan effectively.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

## **Other Working Conditions**

- Employed in February with contract effective July 1
  - Vacations, leave policies, and fringe benefits as stated in Board policies.
  - Spend the necessary time required to fulfill the duties of the position.
  - Opportunity to continue professional preparation with the prior approval of Administration.
  - Opportunity to attend professional meetings at district expense.
- Work cooperatively with administration and staff throughout the district.

## **Responsibilities and Duties**

- Responsible for personnel and instructional behavior, actions and results
- Possess a thorough understanding of, and an ability to relate to youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Participate in professional meetings and workshops
- On-site supervision of alternative high school program.
- Coordinate with SFCC to schedule students each year.
- Coordinate with Smith-Cotton High School.
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement.
- Communicate with parent/guardian and student through letters, phone calls, interviews
- Coordinate enrollment and scheduling of classes of students
- Monitor student progress.
- Manage discipline intervention.
- Individual counseling for personal issues of students.
- Family counseling for students and parents/guardians as needed.

- Small group counseling and support as needed.
- Mediation between students in conflict as needed.
- Maintain student assessments.
- Maintain student records for attendance, grades, transcripts, discipline, medical, lunch accounting, etc.
- Participate in alternative school curriculum development and implementation.
- Purchase of supplies and equipment.
- Maintain records of purchases, activity account transactions, etc.
- Inform staff of district and community happenings and opportunities for student experiences to improve career awareness and experience.
- Facilitate staff meetings for communication and support in working with students, curriculum, etc.
- Assist with grant writing and grant searches for financial opportunities for the program.
- Attend regular and special meetings, included Board of Education meetings, as required by the administration.
- Cooperate with High School Principal to coordinate services provided.
- Cooperate with District Office administrators in the formulation and planning of district policies and procedures.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Superintendent(s).

**DISCLAIMER**

- This job 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 to this job. Other duties will be required to be performed as assigned by district administration.