



DIRECTOR OF ALTERNATIVE SCHOOL

Position Description

Position: Director of Alternative School
Reports to: Assistant Superintendent of Curriculum & Instruction
Terms of Employment: Full Time, 12 months
Pay Grade:
Pay Range:
FLSA Status: Exempt

Nature of Work

The Director of Alternative School will serve as the administrator of the Alternative School in developing and implementing policies, programs, and curriculum activities in a manner that promotes the educational development of each student.

Education and Experience

- Master's Degree in educational leadership and successful principal/assistant principal experience
- Master's degree in School Administration

Certification and Licensure Requirements (if applicable):

- Must hold or be eligible to hold NC License for Principal

Duties and Responsibilities

- Coordinate, supervise, and direct student services components of the alternative education program, including attendance, discipline, and diagnostic center, counseling, and related services
- Supervise and evaluate the instructional and support staff
- Plan, organize, and direct staff meetings to address ongoing program needs, emerging issues, calendar and student support and interventions
- Coordinate, monitor, and evaluate the alternative education curriculum, including all subject areas, support classes, and programs
- Implement and monitor curriculum framework, assessment, evaluation, and instruction
- Relates to students with mutual respect while carrying out a positive and effective discipline policy
- Supervises and manages site operation to assure safety and efficiency
- Performs other duties as assigned by immediate supervisor

Knowledge, Skills and Abilities

- Ability to visualize and implement change
- Ability to maintain composure in rapidly changing environments
- Strong organizational skills
- Effective communication and interpersonal skills

Special Requirements

Valid driver's license