

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Director, Adult Education/Independent Study

Classification: Certificated
Management

Reports to: Director, Adult Education

Range: Certificated Management
Salary Schedule

EDUCATION AND EXPERIENCE

- Minimum of five years teaching experience in a K-12 environment, preferably alternative education, independent study
- Valid California Administrative Credential authorizing service
- Minimum of two years administrative experience on a 9-12 campus preferred

SUMMARY

Serve as Director of alternative education, including 9-12 independent study and K-8 home schooling. Proven record of providing successful academic and transition services for at risk students including, but not limited to, transcripts, assessments, and individual intervention plans. Provide discipline as needed, working closely with district CWA.

SPECIFIC RESPONSIBILITIES

1. Assist in the administration, organization and supervision of alternative education.
2. Assists with budget determination
3. Instructional technology and Aeries support
4. Provides staff development opportunities based on identified need and conducts staff training and staff meetings.
5. Assists with the recruitment, interviewing, selection, supervision and evaluation of certificated and classified staff.
6. Assists with teacher assignment, and student placements and scheduling based on factors such as placement scores, individual student needs, etc.
7. Assists with various projects including
 1. Technology Plan
 2. SARC
 3. SIP School Site Plan
 4. New Student weekly registrations
 5. ASAM
 6. Interventions
8. Supervise site library, testing materials and alternative education curriculum development
9. Assume responsibility for student assessment including
 - TABE
 - STAR
 - CAHSEE
 - CELDT
10. Collaborate with district office to provide appropriate transfers to an alternative setting, and successful return to comprehensive site; monitoring student progress.
11. Work closely with high schools to provide opportunities for students to graduate on time by taking advantage of opportunities through adult education

12. Assume responsibility for development, and implementation of students' career plan
13. Assume responsibility for drop out prevention, working closely with district sites.
14. Develop and monitor intervention programs for remediation
15. Assumes responsibility for
 1. Attendance – including on line
 2. A.D.A. reports
 3. CBEDS, R30 and other district reports
 4. Report cards, Progress Reports
 5. Student discipline procedures
16. Assumes responsibility for coordination of services in alternative education
 1. Special Education Foster Youth and Group Home placements
 2. Probation Social Services agency placements
 3. English Learners District resources including nurse, Psychologist
 4. At Risk counselors Maintenance
 5. Random Drug Testing
17. Assumes responsibility for student recognition including Character Counts, Student of the Month, Attendance Awards, Special Ceremonies and assists counselor in graduation ceremonies.
18. Assist with conflict resolution between staff, students, prospective students, parents, community members and others who come on campus. Maintain positive community relations.
19. Participates as member of committees as required for alternative education.
20. Share site administrative responsibility for daily, evening and week-end classes.
21. Protect the integrity of the program.
22. Perform other duties as assigned.

SPECIFIC QUALIFICATIONS

Knows and understands the needs of alternative and at-risk students and staff, and able to motivate and train in a patient and friendly manner.

Should possess personal qualifications recognized as essential for a good public employee including integrity, dependability, courtesy, good judgment, able to maintain confidentiality and ability to work cooperative and effectively with others. Ability to effectively communicate with a diverse student population.

PHYSICAL ABILITIES

School site, able to cover indoor and outdoor environments and work evenings and weekends.

Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials, lifting and moving boxes (approximately 25-35 lbs.)