

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Executive Director of Alternative Education

Schedule/Grade: Salary Support/Grade 9

FLSA: Exempt

Benefits: Eligible (Retirees Not Benefit Eligible)

Bargaining Unit: None

Job Code: 01DIRCT218

Calendar: 259 Days

Contract Type: Administrative

Revised Date: 04/15/2026

PURPOSE

The Executive Director of Alternative Education provides districtwide leadership, coordination, and oversight of alternative education programming designed to meet the diverse academic, behavioral, and social-emotional needs of students.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provide districtwide leadership, coordination, and oversight of all alternative education programs.
- Develop, implement, and evaluate a comprehensive K–12 alternative education model aligned with district goals, state requirements, and best practices.
- Oversee student identification, intake, placement, and transition processes for alternative programming.
- Ensure programming meets the academic, behavioral, and social-emotional needs of students.
- Monitor student progress and use data to inform program improvements and outcomes.
- Collaborate with Curriculum and Instruction to ensure curriculum alignment, credit recovery opportunities, and instructional rigor.
- Lead the development and implementation of alternative instructional strategies and supports.
- Ensure compliance with all federal, state, and district policies, including special education and behavioral health requirements.
- Hire, supervise, support, and evaluate alternative education staff.
- Provide professional learning and coaching to staff serving students in alternative settings.
- Serve as a liaison with internal and external partners, including community agencies, career programs, and support services.
- Support student transitions between traditional and alternative settings to ensure continuity of learning.

- Promote family engagement and communicate program goals and expectations clearly to stakeholders.
- Develop and manage program budgets and resources.
- Maintain accurate records, reporting, and documentation related to alternative education services.
- Serve as a district resource on alternative education practices, interventions, and supports.

Douglass High School

- Serve as the instructional leader of Douglass High School, ensuring high-quality teaching, learning, and student achievement.
- Oversee daily school operations, including scheduling, supervision, and building management.
- Establish and maintain a safe, orderly, and inclusive school environment that supports student success.
- Supervise, support, and evaluate school staff; foster a positive and collaborative school culture.
- Implement and monitor school improvement goals aligned with district priorities.
- Use student data to guide instructional decisions, interventions, and supports.
- Ensure consistent implementation of district curriculum, instructional practices, and assessment systems.
- Oversee student discipline and attendance processes in alignment with district policies and restorative practices.
- Communicate effectively with students, families, and staff regarding expectations, progress, and supports.
- Collaborate with families and community partners to support student engagement and success.
- Ensure compliance with all applicable policies, procedures, and legal requirements at the school level.

Perform other duties as necessary to support the mission and vision of Columbia Public Schools.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Superintendent

Supervises: Alternative education staff and Douglass Assistant Principal

QUALIFICATIONS

Minimum: Master's Degree; Missouri Teaching Certificate; Administrative Certification

Preferred: Specialist or Doctorate degree; Administrative experience; Experience in alternative education leadership

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information including formal presentations. Respond to questions, concerns, and complaints and respond appropriately. Read, analyze, and interpret complex documents. Write business correspondence, including staff memoranda and articles. Keep information confidential as required by law, policy, or the nature of a particular situation

Computation: Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Interpret instructions furnished in written, oral, diagram or schedule form. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Other Skills: Demonstrate excellent listening, interpersonal, and non-verbal communication skills. Demonstrate excellent written and oral communication skills. Manage multiple tasks simultaneously.

Maintain collegial working relationships with staff. Maintain a positive relationship with members of the community. Effectively manage conflict.

Physical Demands: While performing the duties of this position, an employee is regularly required to move about, talk, and hear; Close vision ability to look at a computer screen for long periods of time is required. Travel between district facilities. Moderate amount of travel, both in and out of state.

Attendance: Consistent and regular attendance is an essential function of this position. Expected to attend Board meetings and other District events throughout the community.

Conditions and Environment: The work environment is consistent with a typical office environment; at times, many staff members may be present and speaking simultaneously. Frequently required to work irregular or extended hours, including evenings and weekends.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer