

GRIDLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: DIRECTOR OF ALTERNATIVE EDUCATION AND SPECIAL EDUCATION

DIVISION: Administrative

WORK DAYS: 215 days

LOCATION: Alternative Education

REPORTS TO: Superintendent/Designee

APPROVED BY: Board of Trustees

BOARD APPROVED ON: 06/15/2022

DESCRIPTION OF POSITION

Under direction of the Superintendent, plan, organize, manage and coordinate the District Alternative Education and the District special education programs; plan, organize and direct research and development processes for the alternative education and special education programs including counseling services, drug and alcohol programs, primary intervention programs, student attendance and welfare, student testing, and health related matters; and participation in staff and student activities and community leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This list is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position.

- Provides leadership and daily oversight to the staff in determining objectives and identifying program needs as the basis for developing long and short range plans for the alternative education and special education programs.
- Develops and recommends new programs to meet the needs of special populations, such as pregnant minors and Independent Study Program, Home School, Adult Education, Community Day School and is responsible for implementation of such programs when approved.
- Ensure that all assigned programs meet the federal, state, and local required components.
- Identifies, provides, assigns and coordinates in-service growth opportunities for personnel within the alternative education and special education programs.
- Supervises and evaluates the performance of all assigned personnel in accordance with the district adopted uniform guidelines for evaluation and assessment. Recommends appropriate action in cases of substandard performances and identifies and encourages individual teachers with leadership potential.
- Assist with planning, coordinating and evaluating the total program of pupil services including guidance and counseling.
- Plans, supervises and directs the business operation of the alternative education and special education programs in accordance with district policies and procedures.
- Attend and participate in the professional group meetings; stay abreast of new policies and regulations in the field of alternative education and special education programs.
- Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
- Plans, coordinates and reviews the work of resource teachers and instructional consultants assigned to assist teachers in the instructional program.
- Plans, directs, and evaluates the instructional program of the alternative education program, including responsibility for implementing the district's curriculum in accordance with the needs of the alternative education programs.
- Develops and implements plans for student conduct and attendance, including initiating and attending hearings on these matters.
- Cooperates with representatives of public and private agencies such as police departments, sheriff's offices, probation and welfare departments, courts, and youth opportunity centers in providing information on students; and does pre-screening of pupils for possible referral to other appropriate service agencies.
- Works cooperatively with school site staffs to identify, follow-up, and adequately serve alternative education program and special education program students.
- Enrolls students in alternative education programs; conducts preliminary interview with students and parents to explain school's program and expectations; and determines best individual program for these students.
- Provides advice and counsel to District and members of educational community concerning special student services, program eligibility, and other matters related to special education programs and services.
- Confers and counsels with pupils, teachers, and parents.
- Establishes and maintains cooperative relationships with parents and community groups.
- Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures for the alternative education and special education programs.
- Performs other duties as assigned.

CREDENTIAL REQUIRED

Possession of a valid California teaching and/or service credential and a valid California Administrative Services credential.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals and objectives of public education, particularly in the alternative education and special education setting
- Principles of effective supervision, leadership, training, coaching and performance evaluation
- Effective staff development practices, techniques and delivery systems
- Procedures, methods, and techniques of workflow management and organization
- Special education and administration of an alternative school design and delivery systems, including audit and evaluation processes to determine program and service effectiveness
- Curriculum, instruction, and pupil service trends, strategies and techniques
- Student activity, behavior management, and campus supervision and control methods, procedures and techniques
- Basic procedures, methods and techniques of budget preparation and control
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques

Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of an alternative education program and special education program
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues and concerns and formulate appropriate alternative solutions
- Interpret the organizational and division strategic plan and create relevant goals and plans for the alternative education and special education programs
- Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

EDUCATION AND/OR EXPERIENCE: Any combination of education and experience and/or training that would likely provide the required knowledge and skills for the position such as five (5) years of experience in an increasingly responsible special education and/or alternative education setting and completion of a Bachelor of Arts or higher degree in administration and supervision, psychology, special education or closely related fields. Prior administrative experience preferred. Master's degree in related fields preferred.

LANGUAGE SKILLS: Read, write and speak at a level sufficient to fulfill the duties to be performed. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, students and/or employees in the district.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: California Drivers License (by first day of service). Computer skills in Microsoft Office.

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents and others in an open, friendly business-like manner. Ability to establish and maintain cooperative working relationships with school administrators, teachers, students, community groups, vendors, employees and their organizations, subordinate personnel and the general public. Ability to direct and supervise employees for maximum productivity and morale. Ability to analyze situations accurately and to adopt appropriate courses of action. Ability to speak before groups and write effectively. Ability to physically travel to various district facilities and or activities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use

hands to manipulate, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, taste and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate to loud.

SUPERVISORY RESPONSIBILITIES: Exercises direct supervision over other certificated and classified employees in accordance with the district's policies, including planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.