**Assistant Superintendent of Alternative Education**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Reports To: Superintendent

**Dept/Campus:** Central Office **Paygrade:** Pro-8

**Wage/Hour Status:** Exempt **Date Revised:** December 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Direct and manage the operations of alternative education and adult education programs. Serve as the district level hearing officer on student appeals.

**QUALIFICATIONS:**

**Education/Certification:**

Master's degree in educational administration

Texas mid-management or other appropriate Texas certificate

Certified instructional supervisor and appraiser in PDAS

**Special Knowledge/Skills:**

Exceptional communications, public relations, and interpersonal skills

Ability to manage and coordinate diverse district functions

Working knowledge of curriculum and instruction

Ability to manage budgets and supervise and evaluate personnel

Ability to evaluate instructional program and teaching effectiveness

Calm and patient demeanor with students and others

**EXPERIENCE:**

Three years of successful teaching experience

Five years of campus leadership experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Monitor alternative education instructional and operations management processes to ensure that program outcomes provide for effective student learning. Use these findings for corrective action or for recognition of success.
2. Work with alternative education staff to plan, implement and evaluate the District curriculum on a systematic basis.
3. Conduct district hearings regarding student appeals; serve as the district hearing office in student related matters.
4. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
5. Foster collegiality and team building among staff; encourage their active involvement in the decision process.
6. Provide for two-way communication with superintendent, central office personnel, staff, students, parents, and community.
7. Communicate and promote expectation for high-level performance from staff and students; recognize excellence and achievement.
8. Facilitate effective and timely resolution of conflicts.
9. Identify and develop a common vision with staff for school improvement; implement program improvement initiatives collaboratively with staff to ensure attainment of school's mission.
10. Observe employee performance, record observations, and conduct evaluation conferences with assigned staff.
11. Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal.
12. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
13. Comply with district policies as well as state and Fiscal/Facilities federal laws and regulations affecting the schools.
14. Develop budgets based upon documented program needs, estimated enrollment, personnel and other fiscal needs; implement programs within budget limits; maintain fiscal control; accurately report fiscal information.
15. Ensure that program rules are uniformly observed and that student discipline is appropriate and equitable.
16. Conduct conferences with parents, students, and teachers concerning school and student issues.
17. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
18. Observe professional ethical standards in accordance with generally accepted community standards and the Texas Education Agency code of ethics.
19. Work in a supportive and collaborative fashion with district personnel.
20. Articulate a positive image of the school district and school district personnel.
21. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
22. Use appropriate and effective techniques for community and parent involvement.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of the Principal of Secondary DAEP, Principal of OPTIONS and Virtual Academy, Director of Adult Education, and Principal of Elementary DAEP, TILC, and Rise.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the district facilities. Frequent district wide and statewide travel; occasional prolonged and irregular hours;

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date