



EMPLOYEE NAME: _____

Created: 08/06; Revised: 10/12; 8/14; 9/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Executive Director, Alternative Education	JOB CODE: 601Z
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Principal
DEPARTMENT: Alternative Education	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: CZ00 (Based on CH67)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Planning, organization, direction, coordination and implementation of After School Program and Ombudsman.	

REQUIREMENTS:

1.	Educational Level: Master Degree or higher
2.	Certification/License Required: Georgia Educational Leadership Certificate
3.	Experience: 5 years of experience in education or school administration
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership, management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Demonstrates appropriate knowledge of curriculum and instructional strategies and evaluates the instructional programs within the realm of assigned duties to include after school, punitive and non-punitive alternative education programs, and other assigned duties related to the overall Alternative Education Program.
3.	Monitors goal setting and evaluation of staff programs assigned.
4.	Promotes public relations and facilitates positive communications among various constituents within the Teaching & Learning, central office and in the larger community.
5.	Completes reports to the local board of education, state and federal departments of education.
6.	Supervises the development and implementation of successful student transitions served by the Ombudsman program.
7.	Administers and improves the school system programs in compliance with all standards and regulations.
8.	Allocates resources, supervises personnel and coordinates program implementation.
9.	Demonstrates appropriate fiscal management of funds within the Alternative Education Program’s budget.
10.	Provides/coordinates professional learning for Alternative Education Program’s personnel.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____