

JOB DESCRIPTION

TITLE ALTERNATIVE SCHOOLS PROGRAM MANAGER

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree with an emphasis in Education or related discipline from a four-year college or university; or five years of related experience; or equivalent combination of education and experience. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Principal of Alternative Schools

GENERAL RESPONSIBILITIES

1. Manages program operations during the absence of the Principal.
2. Assists the Principal in the monitoring and supervising of the students' programs.
3. Supervises the arrival and departure of students, the hallways, ramp ways and parking lot.
4. Assists the Principal in seeking ways to optimize positive aspects of the Alternative School.

SPECIFIC RESPONSIBILITIES

1. Monitors daily student attendance and administers school attendance rules and policies.
2. Assists the Principal in administering discipline to all students.
3. Coordinates and supervises extended school program. Communicates with teachers and counselors to find positive alternatives for supervision of students.
4. Assists the Principal in the coordination and conduct of appropriate parent, teacher, and counselor conferences related to student concerns. Makes appropriate referrals to guidance counselors for students in need of counseling.
5. Communicates daily with students, parents, teachers and counselors. Assists students in the social adjustments within the Alternative School setting.
6. Develops an operational understanding of and coordinates with outside support activities.
7. Assists the Principal and staff in finding solutions through research, development, and implementation of programs that will improve students' attendance, classroom behavior, and overall attitude. Seeks ways to optimize positive aspects of the Alternative School.
8. Assists teachers with students in the classroom.
9. Provides security for the health, safety, and welfare of staff, students and visitors.
10. Supervises lunch period for students.

11. Assists the Principal and counselor in weekly counseling sessions such as anger management-personal and school problems for the purpose of building confidence and self-esteem. Monitors behavior during participation using appropriate anger management record form.
12. Provides for proper security and maintains personal files on each student. Assists the Principal in the collection of program evaluation data and prepares appropriate reports and/or makes comments and recommendations.
13. Performs other duties as assigned.