

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR, ALTERNATIVE PROGRAM, DROPOUT PREVENTION AND DISCIPLINE

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: Pupil Support Services (9051)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Minimum of three (3) years' experience in school-based and/or central office educational leadership.
- (3) Certification in Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research regarding student dropout prevention programs, alternative programs and student discipline programs. Ability to analyze data and skills to format data into effective programs. Ability to communicate effectively across a wide spectrum of people. Ability to prioritize functions and manage time and stress effectively.

REPORTS TO:

Executive Director, Pupil Support Services

JOB GOAL

To provide administrative oversight and leadership for student alternative, dropout prevention and discipline programs.

SUPERVISES:

Alternative Programs
Clerical Staff as assigned

PERFORMANCE RESPONSIBILITIES:

- * (1) Monitor and analyze student performance data for identified student populations that demonstrate an achievement gap.
- * (2) Identify educational strategies and programs that are "best practice" in meeting the needs of at-risk students.
- * (3) Oversee district alternative programs for at-risk students requiring intensive remediation and/or behavior management.
- * (4) Collect data to monitor effectiveness of district alternative programs
- * (5) Provide technical assistance to school site-based personnel with the implementation of alternative dropout prevention and academic intervention programs.
- * (6) Provide school site-based personnel with the requirements (laws /regulations) pertaining alternative dropout prevention and academic intervention programs.
- * (7) Coordinate the negotiation of contracts for providing services to at-risk students in an alternative program.
- * (8) Supervise activities related to the district response to principal recommendation of student expulsion.
- * (9) Establish and maintain effective channels of communication with all stakeholders.
- * (10) Serve as District contact person for Dropout Prevention and Academic Intervention Programs.

- *(11) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- *(12) Interact with parents, outside agencies, business and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- *(13) Respond to inquiries or concerns in a timely manner.
- *(14) Keep supervisor informed of potential problems or unusual events.
- *(15) Disseminate information and current research to appropriate personnel.
- *(16) Keep well informed about current trends and best practices in areas of responsibility.
- *(17) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(18) Promote and support professional growth for self and others.
- *(19) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(20) Maintain a network of peer contacts through professional organizations.
- *(21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(24) Serve on District, state or community councils or committees as assigned or appropriate.
- *(25) Represent, consistently, the District in a positive and professional manner.
- *(26) Provide leadership and direction for the assigned areas of responsibility.
- *(27) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(28) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(29) Assist in implementing the District's goals and strategic commitments.
- *(30) Exercise proactive leadership in promoting the vision and mission of the District.
- *(31) Provide oversight and direction for cooperative planning with other agencies.
- *(32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(34) Facilitate problem solving by individuals or groups.
- *(35) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities