

**SCHOOL DISTRICT OF SARASOTA COUNTY**

**JOB DESCRIPTION**

**PROGRAM SPECIALIST - ALTERNATIVE EDUCATION, DROPOUT PREVENTION,  
JUDICIAL LIAISON**

**SALARY SCHEDULE: ISNTRUCTIONAL +7.1%**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) Master's Degree/Bachelor's Degree from an accredited educational institution.
- (2) Certification in Exceptional Student Education or School Guidance Counselor (Secondary), preferred.
- (3) Certification in a core content area.
- (4) Minimum of three (3) years successful teaching experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal, state and local laws, rules, and regulations governing area of responsibility (attendance, dropout, discipline, alternative education). Expertise in curriculum in appropriate content area and level. Knowledge of best practices, appropriate assessment strategies and current literature.

**REPORTS TO:**

Pupil Support Services, Supervisor

**JOB GOAL**

To facilitate the coordination between school district and outside agencies regarding most appropriate educational services for students at-risk. To provide support and monitor implementation of intervention services for at-risk youth at all high schools.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Disseminate, implement and audit state and federal mandates.
- \* (2) Provide direct support to schools based on department initiatives and/or school requests.
- \* (3) Provide direct support to department and schools in specific areas (discipline, dropout, alternative education)
- \* (4) Provide design and training for appropriate staff development activities.
- \* (5) Work with community-based agencies and resources.
- \* (6) Chair or serve on school or District committees relative to program area of responsibility.
- \* (7) Review, revise, develop and distribute information, materials / resources appropriate to the needs of the department and the district.
- \* (8) Promote parent and community collaboration of effective services delivered to students.
- \* (9) Demonstrate initiative in the performance of assigned responsibilities.
- \* (10) Work as the Court Liaison between Sarasota County Judicial System and the school district.
- \* (11) Provide coaching and technical assistance to teachers on design and implementation of IEP/504.
- \* (12) Prepare all required reports and maintain appropriate records.
- \* (13) Exhibit interpersonal skills to work as an effective team member.
- \* (14) Respond to inquiries and concerns in a timely manner.

**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