

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR-ALTERNATIVE EDUCATION

DEFINITION:

Under the direction of the Director-Alternative/Vocational Education, organize and direct the activities and operations of assigned short and long term independent study, distance learning, academic intervention, adult education and vocational alternative education programs; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the activities and operations of assigned alternative education programs; participate in the development and implementation of program policies and procedures.
- Review program processes and guidelines to assure compliance with State, federal, and District rules, regulations, policies and procedures; develop, implement and evaluate program-specific staff development programs and activities.
- Complete ongoing monitoring of student progress and provide timely reports regarding student and program enrollment, progress, and identified outcomes.
- Implement the adopted Modesto City Schools curriculum, course of study, minimum competencies and the instructional program of the school/programs within area of responsibility.
- Administer the school/program guidance and counseling program; articulate the instructional goals, purpose, and expected outcomes of alternative education programs to other educators, parents, and the community.
- Apply for and supervise State and federal grants as applicable.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Develop and prepare the annual preliminary budget for assigned alternative education programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Drive a vehicle to conduct work.
- Attend a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: bachelor's degree in education or related field and three years alternative education experience, including some administrative experience in pupil services.

Licenses and other Requirements

- Valid California Teaching or other relevant credential.
- Valid California Administrative Credential.
- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's degree.

Knowledge of:

- Federal and State laws, codes, rules and regulations pertaining to alternative education programs.
- Federal and State grant requirements, policies, and regulations.
- ADA accounting requirements pertaining to independent study.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Organize and direct the activities and operations of assigned alternative education programs.
- Review program processes and guidelines to assure compliance with State, federal, and District rules, regulations, policies and procedures.
- Administer the school/program guidance and counseling program.
- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

WORKING CONDITIONS:**Work Environment:**

- Office environment.
- Driving a vehicle to conduct work.

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.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Constant interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 5/13/14

Board Approved: 6/16/14

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