



IRVINE UNIFIED SCHOOL DISTRICT

COORDINATOR IV: ALTERNATIVE EDUCATION

DEFINITION:

Under the general direction and supervision of the Director, Alternative Education assists with the administration and coordination of all Alternative Education Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- In the absence of the Director of Alternative Education, has responsibility for coordination and general direction of Alternative Education operations (as may be assigned)
- Assist the Director of Alternative Education with the planning, organizing, coordinating, and implementing the following programs: Creekside HS, San Joaquin schools, Irvine Adult School, and Home Hospital
- Work with comprehensive school site leadership on the implementation and coordination of alternative education programs and services
- Supervises and evaluates designated certificated and classified staff
- relates to students with mutual respect while carrying out a positive and effective school-wide discipline policy and plan which includes intervention and prevention supports for
- Coordinates all aspects of campus safety and supervision
- Supervises the reporting and monitoring of student attendance, with appropriate follow-up student/parent contact
- Develops and maintains effective truancy intervention strategies
- Serves on educational committees with students, parents, and/or staff, in order to continually improve learning experiences for students and enhance home/school communications;
- Develops and coordinates site-based emergency and disaster preparedness plans, in cooperation with staff and public safety agencies
- Takes administrative responsibility for the student activities program
- Supervises evening events;
- Maintains a commitment of ongoing growth in self and others by supporting and participating in district and site professional growth programs;
- Demonstrates positive attitude toward the job and remains a flexible and innovative team leader and builder
- Demonstrates knowledge of the skill in applying local policies, state and federal laws relating to minors
- Coordinates and conducts the Enrollment and Orientation Program for new students and parents for Creekside and San Joaquin High Schools
- Provides parent education opportunities
- Takes administrative responsibility as the assistant principal for Creekside High School and San Joaquin schools
- Acts as the site liaison with school resource officer and wellness coordinator
- Performs such other duties and assumes such other responsibilities as the director may request

QUALIFICATIONS GUIDE:

ABILITY TO:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

EDUCATION:

Master's Degree, or higher, from an accredited college or university (preferred)

LICENSES/CREDENTIAL:

- Valid California Administrative Credential
- Possession of a valid California driver's license

TRAINING AND EXPERIENCE:

Successful instructional and/or leadership experience at the high school level; knowledge of current practices in high school and alternative school curriculum and organization.

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 frequently required to stand, walk, and talk and hear. The employee is occasionally required to sit, use hands to finger, handle, and feel objects, tools, and controls; reach with hands and arms; and climb and balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to extreme heat.

The noise level in the work environment is usually moderate.

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