



Irvine Unified School District

DIRECTOR IV

ALTERNATIVE EDUCATION

DEFINITION

Under the direction of the Superintendent and Assistant Superintendent of Education Services, the job of Director of Alternative Education is done for the purpose/s of implementing and maintaining alternative student programs and services in conformance with district and state objectives; researching and proposing new alternatives targeted at promoting student achievement; serving as a resource to alternative school personnel, the Board and other departments; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

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

- Coordinates operations among alternative schools and/or programs for the purpose of improving student academic success and ensuring district objectives are achieved and resources are effectively utilized. Collaborates with others (e.g. school personnel, district administrators, parents, students, community organizations, etc.) for the purpose of implementing and/or maintaining alternative services and/or programs.
- Manages and evaluates a wide variety of program components for the purpose of delivering services which conform to established guidelines and regulations.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Monitors projects, grants and programs for the purpose of ensuring that services comply with district, state and federal requirements.
- Develops proposals, program improvements and grant opportunities for the purpose of meeting District goals.
- Develops long and short range plans/programs and annual budget for the purpose of ensuring that the district's resources are effectively utilized.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
- Composes a wide variety of documents in written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

QUALIFICATION GUIDE

Knowledge of:

Skills are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying principles and practices of alternative education; principles of grant and proposal writing; administering a program budget; planning and managing projects; and preparing and maintaining accurate records.

Knowledge is required to exercise leadership through the use of organizational, supervisory, and interpersonal skills; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: instructional strategies and approaches; principles of

alternative education; budget preparation; concepts of grammar and punctuation; health standards and hazards; and stages of student development.

Ability to:

Ability is required to organize a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; and analyze data utilizing defined but different processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules setting priorities; working with detailed information/data; and working with frequent interruptions.

Education:

Master's degree and Administrative Credential

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

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. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

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.

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