

 SANTA ROSA CITY SCHOOLS	POSITION DESCRIPTION
Title: Coordinator, Alternative Education Coordinator	
Department: Educational Services	FLSA Classification: Exempt
Bargaining Unit: None	Work Year: 203 days
Reports to: Assistant Superintendent, Educational Services	Board Approval Date: PENDING

Salary Grade: Range 39 - Certificated Scheduled Management Salary Schedule

Primary Function:

Under general supervision of the Assistant Superintendent of Educational Services or Designee, the Alternative Education Coordinator is directly responsible for all alternative education programs and for increasing alternative education program opportunities. The Coordinator is also responsible for direct supervision and support of the district continuation high school and site based alternative educational programs/settings, as well as having oversight of short term, long term Independent Study, and Home and Hospital. The Coordinator works closely and supports site principals in proper placement and referral to alternative education programs.

Essential Job Functions include, but are not limited to the following:

1. Implement the philosophy, goals, objectives, and policies adopted by the Board of Education as they pertain to district and categorically funded education.
2. Facilitate the development and implementation of a shared vision of learning and growth of all students. Shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students. Engages others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all. Guides and monitors decisions, actions, and outcomes using the shared vision and goals.
3. Research, facilitate, and design additional alternative education opportunities, including considerations for on-site small school programs, virtual school options, and/or bridge programs.
4. Establish structures and employ policies and processes that support students to graduate ready for college and career. Facilitate a safe, fair, and respectful environment

that meets the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner. Align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.

5. Collaborate with families to address diverse student interests. Meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs.
6. Establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career. Leverage and integrate community resources and services to meet the varied needs of all students.
7. Make decisions and model behaviors in ways that demonstrate professionalism, ethics, integrity, justice, and equity, and hold staff to the same standard. Act upon a personal code of ethics that requires continuous reflection and learning. Guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions. Recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication, necessary to consistently make fair and equitable decisions on behalf of all students.
8. Serve as Facilitator for the District's Alternative Education Steering Committee.
9. Perform related duties as assigned.

Minimum Qualifications

Education and Experience

- Successful public school experience in teaching and school administration.
- Experience in functions that support student emotional, behavioral, and social wellbeing including positive behavior intervention and increased attendance efforts.
- A Master's Degree or higher is highly desired.
- Bilingual Spanish/English is highly desired.

Licenses/Certifications

- Valid California Administrative Services Credential
- Valid California Driver's License

Knowledge, Skills and Abilities Required

- Current educational administration principles and practices.

- District organization, operations, policies and objectives.
- Planning processes.
- School management and practices, supervision, development, and training.
- Educational programs, curriculum and instruction.
- Oral and written communications skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.

Abilities

- Research information and analyze to determine potential implications on decisions, recommendations or actions.
- Develop, interpret and monitor program budgets.
- Establish and maintain effective working relationships with the staff and the public.
- Ability to speak and write effectively, and to plan, organize, and supervise the work of others.
- Ability to provide staff development in areas related to alternative education.
- Implement management strategies based on evaluation data.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

Working Conditions

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- Hours may vary to meet school needs, including evening and weekend meetings.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.
- Moderate to high stress level.

Physical Abilities

- Sit or stand for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Must be able to hear and speak to make presentations, and exchange information in person and on the telephone.
- Bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.