

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Coordinator Alternative Education

GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate and provide professional leadership and guidance for the Monroe County School District Alternative Education Program including the prevention of early student withdrawal from school; and to provide consultation support and supervision of these programs. The position will have responsibility for employee oversight and for volunteers; addressing the needs of students identified as at risk for dropping out; participating as a member of the District Leadership Team and working with outside agencies and organizations to coordinate resources, support and services for at risk students; managing program grants; maintaining accurate program records and reports, and performing related work as required.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Develops a comprehensive best practices model for the delivery of alternative education services for the Monroe County Schools that includes measurable outcomes of success for at risk students and develops annual program plans, goals and objectives, and methods of measuring program success.

Leads, manages and supervises activities at the Alternative Education Center(s).

Monitors early warning system data across the district and assists building level administration in the identification of students that are potentially at-risk.

Monitors district-wide truancy data and assists building level administration in the identification of truant students; assists in the coordination of resources and interventions related to truancy case mitigation across the district.

Facilitates the development and implementation of education courses, programs, curriculum, and assessment for at-risk student intervention programs.

Develops and maintains effective partnerships with related community based organizations to deepen access to community education programs and resources.

Prepares and monitors the budget for the Alternative Education Center(s) program/classes.

Monitors Alternative Education sessions, schedules classes, contracts teachers and assigns classrooms.

Coordinates with the Safety & Security Coordinator in the preparation of necessary paperwork and meets other prerequisites as required for all disciplinary hearings including the facilitation and dispersal of consequences.

Counsels students and parents regarding academic progress and promotion.

Demonstrates initiative in the performance of assigned responsibilities regarding at risk students, truant and/or potentially truant students.

Provides supervision and management for assigned department, division or program, ensuring effective

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and efficient office operations and compliance with all applicable policies, procedures and standards of safety and quality.

Coordinates counseling opportunities and other social integration offerings and programs towards the successful reintegration of students into academia and the community.

Provides training, instruction and/or supervision of assigned staff; participates in the selection of new staff; coordinates workflows and provides advice and assistance with parents and students.

Develops and assists in managing assigned budgets; prepares, submits and administers grants for special projects/programs.

Compiles data and prepares various statistical, administrative and professional reports as required by the District, State Department of Education and/or other agencies.

Effectively communicates the nature and intent of the District's Alternative Education Program and related policies to internal and external stakeholders.

Assists program specialists, teachers and school administrators in meeting identified goals in alternative instruction and truancy prevention.

Provides counseling for and facilitates access to course offerings and programs to meet all GED testing requirements for the county as necessary.

Coordinates and oversees the performance based exit option program for the MCSD as necessary

Attends and participates in District Leadership Team, Curriculum and Instruction, District Technology Team and District Planning Team meetings as required.

Shares effective instructional strategies with teachers both individually and through in-service workshops; co-teaches or visits teachers in schools to model instruction; observes teachers in the classroom as scheduled and/or as requested by principals; makes recommendations for improvement in performance as appropriate; offers advice and assistance as needed; provides opportunities for teachers to obtain appropriate professional development through workshops and graduate courses; analyzes state and District assessment data to help target professional development needs

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Facilitates and/or participates in meetings with teachers, principals and administrators as necessary to discuss issues in areas of responsibility.

Coordinates, implements and oversees various other special programs, events and projects as assigned.

Attends training, conferences, workshops and meetings as appropriate to enhance job knowledge and skills.

Develops programs, implementation procedures and reporting requirements for prevention and intervention programs.

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Manages contracts with organizations/agencies providing relevant services, including Outward Bound, Monroe Juvenile Detention Center and Wesley House Teen Parent Childcare; collaborates with a variety of other community agencies and manages interagency agreements.

Prepares and presents data annually regarding program effectiveness related to alternative education and truancy intervention.

Attends and represents the program at the District and other meetings; participates as a member of professional organizations and associations as appropriate.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

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Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in education, educational leadership or related field.

Bilingual skills preferred.

Licenses Certifications Registrations Required:

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“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

Requires a valid state driver’s license.

Requires State of Florida teacher certification.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires five years of related experience in the classroom and/or in education administration.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

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Executive Director, Assessment & Accountability

Supervises:

Departmental Staff

PAY GRADE: From: A138A01 To: A138O03

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016