



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Director of Alternative Programs
Reports To	Director of Special Education
Level/Grade	1 – 12
Type of position:	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

Provides instructional and programmatic leadership to staff including program supervision, implementation, and evaluation as well as professional development. Responsible for the day-to-day program administration and the safety and welfare of students, staff and activities. Ensures a safe, pleasant and effective educational atmosphere; collaborates with contracted mental health agency; engages with parents/guardians; enforces discipline code and school policy.

Qualifications

- Master's Degree
- At least five years special education teaching experience
- Secondary administrative experience preferred.
- Hold or be eligible for Building Administrator certification.
- Hold CPI certification or become CPI certified.

Essential Duties and Responsibilities (*other duties may be assigned*)

- Interacts with students in an effective and dignified manner so that each individual is encouraged to perform at his/her highest level.
- Develops and implements program design and curriculum.
- In consultation with the school improvement team, to prepare a school budget for consideration by the Superintendent.
- In consultation with the school improvement team, to recommend the hiring of all teachers, instructional or administrative aides, and other personnel assigned to the school, consistent with district personnel policies, collective bargaining agreements, and budgetary restrictions, and subject to the approval of the Superintendent.
- Supervises building staff.
- Evaluates performance and effectiveness of program and staff.
- Determines the appropriateness of student referrals based on program in-take policy.
- Works collaboratively with contracted mental health agency to insure the effective delivery of clinical services.
- Collaborate and regularly meet with campus school administrators and the Principal of Ashaway Elementary to coordinate scheduling and student services and programs.
- Oversees and monitors the implementation of the district's Comprehensive Assessment System for Chariho Alternative Learning Academy (CALA) students.
- Maintains communication and positive relations with parents/guardians, elementary/middle school/high school administrators/staff, and outside agencies.
- Works with central office personnel to coordinate processes for the effective functioning of the program.
- To oversee the care, control, safety, and management of school facilities and equipment.
- Designs, organizes, and presents in-service training programs for parents and staff.
- Insures that all special education laws, policies and procedures, as related to the program, are monitored and followed.
- Serves as LEA for all eligibility and IEP meetings.
- Enforces program disciplinary policies and procedures.
- Participates in district-wide activities, in-service, and committees.
- Additional duties assigned by Superintendent.

Supervises

Chariho Alternative Learning Academy (CALA) Staff

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

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 regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

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 this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Master's Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 6/30/2008

Revised Date: 6/16/2020

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.