



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Alternative Education

Reports to: Chief Academic Officer
Department: Alternative Education
Number of Days: 12 Months
Compensation: EL 6
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: The Director of Alternative Education oversees 25 alternative and residential/treatment sites and over 3.5 million in state and local dollars. The purpose of the department is to create, promote and improve the efficient operation and integrity of a variety of alternative education programs in order to serve a broad range of the district's highest-risk students. Duties include the coordination, development, oversight and financial management of alternative programs made available through the annual State Department of Education allocation and local district funding.

This position is involved closely with Area Superintendents, alternative and traditional principals, teachers, parents and non-profit school/social service representatives to meet the specific needs of each stakeholder. A significant amount of time is devoted to researching and validating effective national models for the purpose of implementing new and innovative alternative education programs in the district.

Qualifications/Job Requirements:

Education:

- Master's degree in education, guidance and counseling, psychology, or related areas.

Experience:

- Five years experience in school administration and/or alternative education.

Duties and Responsibilities:

- Coordinates with appropriate District personnel and parents the placement of students into alternative educational programs.
- Ensures that alternative programs operate within the policies and regulations of the District.
- Ensures that coordinators of alternative education programs administer financial resources as mandated by state laws and School Board policies.
- Promotes alternative education at the local and state levels.
- Assists principals, counselors, and teachers of both alternative and traditional sites in developing effective classroom management skills.
- Assists the Director of Professional Development with continuing Education and Professional development activities in the area of counseling/guidance.
- Collaborates with school personnel in gathering and utilizing data on a case by case basis, and assists in planning strategies for modifying inappropriate student behavior.
- Identifies and integrates appropriate community social services into the alternative and traditional school setting and represents the District on appropriate community organizations and committees.
- Serves as member of the Superintendent's Leadership Team.
- Seeks out and partners with appropriate state and community agencies in joint grant writing and implementation duties for new school-based or school-linked social services.
- Interviews and recommends all teachers and clerks for various hospital and residential sites.
- Acts as principal and evaluates all teachers and clerks for various hospital and residential sites.
- Oversees the design and coordination for the Alternative Education Centralized Clearinghouse responsible for screening and evaluation of all perspective students.
- Gives notice to sites regarding deadlines.
- Oversees financial condition of sites.
- Acts as an advocate for programs in need of financial assistance or additional staff.

- Acts as a link in the chain of command in facilitating communications.
- Communicates with parents regarding alternative placements, discipline decisions, and Tulsa Public Schools Policy.
- Serves as mediator in conflicts between patrons and administrators, faculty and staff, when necessary.
- Assists in securing funding through grants, etc., allowing the expansion of services.
- Provides information regarding alternative programs as requested by the State Dept. of Education, TPS Board of Education, Superintendent, news media, etc.
- Signs approval for:
 - Weekly absence reports from alternative school sites.
 - Requisitions for purchase or maintenance for alternative school sites.
 - Correspondence with alternative sites, as needed.
- Assists the site in communicating with other departments at ESC.
- Writes and submits the annual District Alternative Education Plan to the Superintendent and School Board for approval and submission to the State Department of Education.
- Writes and submits the annual update for the Alternative Education portion of the (C.L.E.P.) Comprehensive Local Education Plan.
- Ensures the Alternative program serves individuals in the community who are most in need of educational options, including individuals suspended, dropouts, adjudicated delinquent and potential dropouts.
- Ensures TPS teachers at residential and non TPS school sites attend the required professional development training and maintains professional development records of workshops attended.
- Attends state mandated professional development training for Alternative Education Directors.
- Submits quarterly and annual alternative education reports for compliance to the Oklahoma Technical assistance Center.
- Reviews program evaluation results for both statewide Alternative Education Academy and non-academy programs, and makes adjustments to program implementation as a result of evaluation findings.