



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Alternative Education	ESE	Executive Director of Student Services/ESE

Position No: 61005	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 7/21/15
FSLA: Exempt	Date Revised: 5/8/24

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree or higher with Florida Certification in Administration and Supervision, Educational Leadership, or School Principal certification. 2. Successful experience in an instructional leadership position directing Alternative Education Programs. Principal experience preferred. 3. Three (3) years successful experience as a teacher. 4. Ability to interact collaboratively with diverse groups and alternative students. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Provides proactive, comprehensive and facilitative leadership for the development, planning, and implementation of educational alternative programs. 2. Supervises the Principals of Alternative Schools; Dale Cassens Educational Complex and Performance Based Preparatory Academy. 3. Collaborates with other district departments to ensure academic and social needs of at-risk students are addressed. 4. Serves as a liaison to PACE, DATA House, and the Department of Juvenile Justice. 5. Serves as a member of the St. Lucie County Alternative Education Task Force and contributes to agenda preparation and goal setting process in collaboration with the Executive Director of Student Services. 6. Prepares recommendations for the expansion/reduction of alternative programs and the development of new district and/or school-based alternative programs through data-driven decision making in order to improve school engagement, promotion rates and graduation rates. 7. Coordinates the intake process for students returning from Department of Juvenile Justice commitment programs to ensure a smooth reentry transition of students to St. Lucie Public Schools. 8. Coordinates with appropriate Law Enforcement Agencies as well as school district departments to ensure the academic and transition requirements of incarcerated students are met. 9. Monitors and reviews FTE data and documentation for all alternative education sites. 10. Consults with district leaders on budget and staffing allocations for each alternative site. 11. Supervises assigned support staff including Placement Review Specialist. 12. Maintains appropriate records of related personnel at the sites supervised. 13. Coordinates the preparation and submission of all required reports in collaboration with other districts' personnel and agencies. 14. Establishes and maintains linkages with local, state and national groups to enhance alternative education programs. 15. Serves as a member of the Placement Review Committee and ensures that placement decisions are implemented in a timely manner including transition meetings, hearings, and notifications.

16. Prepares, submits and monitors contracts and Cooperative Agreements between alternative sites and the School Board.
17. Reviews monthly invoices from contracted agencies in collaboration with appropriate student services personnel prior to payment.
18. Participates in Department of Juvenile Justice commitment staffings.
19. Conducts expulsion reentry conferences with student/parent and collaborates with the Student Assignment Office for the school assignment.
20. To perform assigned tasks in a timely and efficient manner.
21. To perform tasks with a high standard of quality.
22. To perform other duties as directed by the Chief Academic Officer.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.