

ACESC Job Description 2015 Director of Alternative Program/ED/JDC

Qualifications:	<p>Master's Degree</p> <p>Certificate – Superintendent, Educational Administration Specialist, Principal or other qualifications as the Board deems appropriate.</p> <p>Experience – minimum of three years successful teaching experience in one of the areas of handicapped children to be supervised. Such other alternatives as the Board may find appropriate and acceptable.</p>
Reporting To:	Superintendent
Supervises:	Alternative/ JDC/ ED Personnel designated by the Superintendent
Job Goals:	<p>To provide leadership in planning, coordinating and supervising special education services;</p> <p>To provide leadership toward enhancing the overall efficiency of special education services; as well as, educational opportunities and benefits to individual children in alternative settings such as ED/JDC/Alternative school.</p>
Performance Responsibilities:	<ol style="list-style-type: none">1. To provide information to school administrators regarding relevant state and federal mandates and other topics for the delivery of services to disabled children;2. To train teachers in initially setting up their program;3. To meet and provide staff development with special education teachers individually, in small groups, and district wide on a regularly scheduled basis;4. To identify appropriate educational assessment and curriculum materials and instructional strategies to be used by special education staff;5. To consult with special education teachers to assure continuity among assessment data, individualized education programs, and daily lesson plans;6. To consult with general education teachers regarding disabled pupils who attend their classes;7. To participate in Individualized Education Program (ETR) Conferences, and Periodic Review Conferences as needed;8. To supervise and evaluate various special education programs and staff as directed by the ESC Superintendent;9. To provide staff development to special education teachers, parents, tutors, aides, administrators, and general education personnel regarding the education of disabled children;10. To develop experimental programs for initiating new instructional methodology or procedures, and to evaluate the impact of the program;11. To attend professional workshops or conferences pertaining to students with disabilities;12. To produce and maintain appropriate records, data information, CCIP, logs and documentation;13. To develop behavior plans and functional behavior assessments;14. To conduct manifestation determination meetings;15. To administrate (including disciplinary actions) at the ED/Alternative locations;16. To collaborate with community agencies to access available resources (e.g. mental health, family support, etc.).17. Such other duties as may be assigned by Superintendent
Physical/Mental/ Work Hazards	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.
Travel Requirements	Travel to school buildings, city/state agencies and professional meetings as required.

**Terms of
Employment
Classification**

217 days/salary (7 Holidays days)

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

May 2015