



## Rim of The World Unified School District

*Honor - Valor – Service - Pride*

**Board of Trustees**  
Cindy Gardner, President  
Dr. Leslie Bramson, PH.  
Dr. Natalie Lindemann  
Jordana Ridland  
Jordan Zarate

Michelle Murphy, Superintendent

### **Certificated Management Position ALTERNATIVE EDUCATION COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Principal, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned continuation high school; assist the Principal with administrative duties involving student conduct, school plant operations, curriculum development and instruction as assigned; supervise and evaluate the performance of assigned of certificated and classified personnel.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, coordinate, and participate in alternative education and continuation high school programs and activities related to the operation of assigned sites, including instruction, Independent Study, Home Choice, and other programs as assigned; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.

Perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal as assigned.

Supervise and evaluate the performance of designated certificated and classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing, and selecting new faculty and staff.

Develop and administer disciplinary and attendance procedures in accordance with District policies and State laws; receive referrals; confer with students, parents, teachers, and community agencies; respond to and resolve parent, student, and staff complaints; suspend or recommend expulsion of students as appropriate; serve on expulsion or other panels as assigned.

Participate in Individual Education Plan team meetings. Assure the least restrictive environment when participating in IEP meetings. Work with staff to ensure that the IEP is designed to meet the unique learning needs of eligible children with disabilities.

Supervise students on campus before and after school; monitor students during lunch, passing periods, and other activities; implement and oversee a school-wide positive behavior intervention system.

Establish, coordinate, and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements; participate in WASC activities as assigned.

Participate in the preparation of the master calendar for the school; assure schedules meet State requirements; distribute to staff, students, and parents.

Assist in developing, implementing, revising, and supervising instructional and other special programs; assure that curricular requirements are properly integrated and coordinated.

Provide direction to a variety of faculty, staff, and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate.

Provide direction to the school's guidance and counseling services, student activities, student government, school attendance issues, plant maintenance; assure programs and services meet established objectives and requirements; recommend or implement modifications to programs and services as needed.

Supervise and organize a wide variety of student activities, extra-curricular activities; schedule extra-curricular programs; attend a variety of school events including dances, meetings, and others.

Prepare and maintain of a variety of District, County, State, and federally-mandated records and reports regarding student attendance, discipline, test scores, cumulative records, and academic achievement; prepare and maintain correspondence, records, and reports.

Attend a variety of workshops, meetings, and conferences to develop and enhance administrative skills, remain current in educational research, techniques, and legislation; serve on committees, councils, and task forces related to education programs and the operation of the school.

Assure the health, safety, and welfare of students.

Participate in graduation-related activities including photos, set-up of equipment, and planning of various graduation-related events as assigned.

Assist with the coordination of plant operations to assure the safety, maintenance, and security of site facilities, students, and personnel.

Assist the comprehensive high school with student discipline, attendance and duties as assigned by the principal.

Assist with monitoring the school budget; order supplies as needed.

Operate a computer and other office equipment as assigned.

**OTHER FUNCTIONS:**

Perform other related duties as assigned.

**JOB QUALIFICATIONS:**

**KNOWLEDGE OF:**

Comprehensive organizations, activities, goals, and objectives of a high school.

School law administration and applications of the State Education Code and other applicable laws.

State and local curriculum requirements.  
District technology and systems in order to extract and interpret student data.  
Board and District policies, procedures, regulations, and the Strategic Plan  
Principles and practices of administration, supervision, and training.  
Labor relations law and employee bargaining unit contracts.  
State plant facility requirements.  
Budget preparation and control.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.

**ABILITY TO:**

Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction at an assigned high school.  
Assist the Principal with administrative duties involving student conduct, curriculum development, and school plant operations as assigned.  
Access and interpret student data.  
Direct, evaluate, and supervise assigned certificated and classified staff.  
Oversee activities regarding personnel, the physical plant, student services and activities, and curriculum and instruction.  
Prepare and deliver oral presentations.  
Establish, coordinate, and maintain communication with community and parent groups.  
Assist with the implementation, evaluation, and modification of instructional programs in accordance with applicable laws.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Complete work with many interruptions.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Communicate effectively both orally and in writing.  
Ability to speak Spanish is desirable.

*Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:*

Ability to work at a desk and in meetings of various configurations.  
Ability to read printed matter and computer screens.  
Ability to communicate so others will be able to clearly understand a normal conversation.  
Ability to understand speech at normal levels.  
Ability to bend, twist, stoop, and reach.  
Ability to push, pull, and transport instructional and presentation materials.  
Ability to drive a personal vehicle to conduct business.  
Hearing and speaking to exchange information and make presentations.  
Sitting for extended periods of time.  
Walking.

**EDUCATION AND EXPERIENCE:**

**Professional:**

Required: Must have completed a minimum of five full years of secondary (7-12) contracted certificated experience in a public school setting, with increasing responsibilities at the site level.

Master's degree in education, public administration, or related field desirable.

**Personal:**

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

**Credential:**

Must hold an Administrative Services Credential or an Administrative Services Certificate of Eligibility. Must possess a valid California driver's license.

**WORK YEAR:**

210 days

**SALARY:**

Appropriate placement on the Certificated Management Salary Schedule, in five steps