

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

ALTERNATIVE SCHOOL PRINCIPAL/COORDINATOR

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment
- Documentation of a clear criminal record in compliance with state statute
- Preferred knowledge of: PBIS Targeted Tiered 2 and 3 Behavior supports, Restorative Practices, Trauma Skilled Schools, Special Education compliance, Social Emotional Learning
- Complies with drug-free workplace rules and Board policies.
- Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.
- Ability to organize special education programs and student assimilation activities.
- Strong leadership and communication style

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Executive Director of Student Services

Job Objectives:

Provide a nontraditional Alternative Education environment for a total of 40 students in Elementary, Middle and High School while leading a staff of approximately 15 to establish solutions focused on climate and culture. In addition, encourages program innovations and promotes close working relationships with parents, students and staff.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Directs the delivery and continuous improvement of Special Education programs.
- Upholds Board policies and follows administrative guidelines and procedures
- Promotes a favorable image of the service center. Builds community/school partnerships that enhance the service center's operational effectiveness

- Helps implement the service center's continuous improvement plan
- Collaborates with partner schools and advisory committees to identify, develop, and implement necessary programs and innovative services
- Develops a strategy to accomplish personal performance objectives within specified timelines
- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community
- Oversees the delivery of a continuum of Special Education services (e.g., student records, testing, speech/language pathology, physical and occupational therapy, orientation/mobility, visual/hearing, special needs transportation, transition, etc.).
- Keeps current with the K-12 courses of study, scope and sequence framework, and state standards/guidelines.
- Complies with state model policies and procedures for the education of students identified as having a disability
- Monitors education laws, rules, and regulations. Develops and/or updates administrative guidelines and procedures to comply with legal mandates
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level
- Encourages staff to develop and disseminate innovative program materials.
- Coordinates the transition process for students entering or leaving the program.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities
- Serves as a liaison and information resource for special education programs.
- Supports a full range of educational options. Coordinates placement procedures
- Participates in parent conferences.
- Ensures that services are provided in the least restrictive educational environment
- Promotes staff knowledge and use of appropriate assistive technology. Oversees monitoring procedures to ensure that assistive devices operate properly
- Provides guidance, communicates high expectations, and shows an active interest in student progress
- Participates in hearing/grievance processes
- Monitors student graduation requirements
- Helps teachers and administrators with discipline and pupil management issues.
- Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.)
- Participates in staff selection, orientation, and evaluation processes as directed
- Expresses high expectations and monitors staff performance. Collaborates with administrators to improve staff competencies. Supports opportunities for staff to develop new skills. Completes staff evaluations as requested
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records and inventories

- Upholds applicable Ohio Revised Codes. Oversees enrollment and withdrawal procedures
- Oversees proficiency and alternative testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Assists with the collection of educational management information and student data (e.g., EMIS, etc.) as directed
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies
- Respects personal privacy. Maintains the confidentiality of privileged information
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior
- Reports evidence of suspected child abuse and neglect as required by law.
- Encourages and supports partner school activities as time permits
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities
- Helps prepare grant and foundation proposals
- Participates in professional growth opportunities
- Accepts personal responsibility for decisions and conduct
- Wears appropriate work attire and maintains a professional demeanor.
- Strives to develop rapport and serves as a positive role model for others
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020