

**SCHOOL DISTRICT OF ALACHUA COUNTY**

**DIRECTOR – TITLE I, DROPOUT PREVENTION  
AND ALTERNATIVE EDUCATION**

**JOB DESCRIPTION**

<b>JOB CODE:</b>	630231	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	05
<b>CONTRACT CODE:</b>	04	<b>SALARY SCHEDULE:</b>	Administrative

**QUALIFICATIONS:**

- (1) Masters degree from an approved accredited educational institution.
- (2) Minimum of five (5) years progressively responsible administrative and supervisory educational experience.
- (3) Valid Florida Educators Certificates.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida school laws, regulations and Board policies and procedures. Knowledge of federal guidelines as they relate to compensatory programs. Skills in interpretation and use of student evaluations. Ability to effectively maintain working relationships with colleagues, agencies, school administration, teachers, and students.

**REPORTS TO:**

Superintendent, Deputy -- Curriculum and Instructional Services

**JOB GOAL**

To provide effective leadership and coordination for special instructional programs including Title I, compensatory programs and juvenile justice.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Direct and coordinate the district's Title I Federal Project.
- \*(2) Direct and coordinate the district's compensatory/remedial programs.
- \*(3) Provide oversight of Department of Juvenile Justice instructional programs operating in the district.
- \*(4) Direct and coordinate the district's truancy program.
- \*(5) Prepare and coordinate evaluations of assigned programs.
- \*(6) Work closely with district and school staffs to support school improvement initiatives and processes.
- \*(7) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(8) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

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- \* (9) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (10) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (12) Be knowledgeable of and adhere to Board policies.
- \* (13) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \* (14) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (15) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (16) Monitor district compliance with applicable codes, rules and statutes.
- \* (17) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \* (18) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \* (19) Assist in the preparation and administration of the District and divisional budget.
- \* (20) Participate in the development of policies and procedures.
- \* (21) Attend meetings and conferences to promote professional growth and benefit the District.
- \* (22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (23) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \* (24) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \* (25) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \* (26) Respond to inquiries and concerns in a timely manner.
- \* (27) Model and maintain high ethical standards.
- \* (28) Plan, implement and evaluate staff development activities of assigned personnel.
- \* (29) Adhere to applicable safety standards.
- \* (30) Follow attendance, punctuality and proper dress rules.
- \* (31) Maintain confidentiality regarding school/workplace matters.
- \* (32) Serve on district, state or community councils or committees as assigned or appropriate.
- (33) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

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AND ALTERNATIVE EDUCATION (Continued)**

**TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board’s approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Job Description Addendum No. 11**

Adopted: 7/20/10