The Associate Director for Alternative Education/Education Options at the Eugene School District 4J is to provide support to the Director of Secondary Education by providing an Alternative Education focus on improving instructional outcomes, teacher effectiveness, administrative leadership and District communication with internal and external audiences. In the school district the Alternative Education department holds two very important functions 1) supporting students who need a non-standard option to support graduating from high school and 2) communicating and collaborating with 4J high school and district leadership and with outside agencies to promote a successful program.

Mission

Meet the needs of students who do not attend a comprehensive high school program to ensure the maximum number of students graduate with a regular, modified or extended diploma and move onto post secondary education.

Position Summary

The Associate Director for Alternative Education/Education Options builds strong, collaborative relationships with constituents, including District and building administrators, and site faculty and staff. The Associate Director works collaboratively with the Instruction Department to evaluate existing and emerging programs for application to alternative education programs. The Associate Director for Alternative Education supervises, develops and evaluates the performance of a team of licensed, professional and classified staff. This position serves to support the Director of Secondary Education and may represent the District at local, state and national meetings/conferences. This position also serves as coordinator of Career and Technical Education and supervises and manages Alternative Education Options as well as serving as the Principal of Early College Career Options High School.

Supervisory Relationship

This position reports to the Directory of Secondary Education and has supervisory responsibility for professional, licensed and classified staff who are assigned to ECCO / Ed Options.

Essential Functions

· Plans and directs the development and/or establishment of a unified, District-wide 9-12 alternative education curriculum, ensuring that it is rigorous, culturally responsive, and reflects current research and theory in instruction
· Coordinate with the Instruction Department administrators and staff to facilitate strategic academic initiatives.
· Represents the district in workforce development initiatives, especially those relating CTE programs of study
· Responsible for recruitment and hiring of alternative education staff
· Ensures training and professional development plans are in place and evaluates employee performance taking necessary action when warranted to correct unsatisfactory performance.
· Promotes a curriculum and teaching practices that engage the learner in tasks that require analytical and critical thinking, problem-solving and creativity; that address each student's needs, interests and skill levels.

Associate Director for Alternative Education/Education Options . Job Description. Eugene School District 4J

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that encourage the student to define individual goals and accept responsibility for learning; and that provide a variety of methods for the student to demonstrate performance and achievement to meet state and curricular standards.

· Provides leadership and support in the implementation of alternative education programs throughout the District, including the evaluation of classroom instruction that is part of ECCO / Ed Options.
· Coordinate with the Director of Educational Support Services and other designated ESS administrators on alternative education placements that address the needs of students with identified learning challenges.
· Collects and analyzes performance data including, but not limited to, easyCBM™ benchmarks, state and District assessments regarding the achievement of students, work samples, and other pertinent information affecting alternative education placements and the design and evaluation of curriculum and instructional practices.
· Prepares reports and presentations reflecting the strengths and needs of the District’s alternative education curriculum by area and grade, and formulates recommendations for alterations or additions to the curriculum, with specific focus on raising student achievement and graduation rates.
· Monitors student progress toward graduation and post secondary enrollment, providing support to maximize student success.
· Represents the Office of Secondary Education and the Superintendent’s Office with the public and other external organizations on a variety of issues, including college transition, social services and high school graduation.
· Directs the annual review and revision of alternative education curriculum and ensures alignment with the Common Core State Standards.
· Collaborates with other principals of secondary school programs to provide personalized learning programs for at-risk students at their school, including, but not limited to,
  - Assessment and referral network
  - Credit Recovery Education
  - Early College Education
  - Career-Technical Education and the Perkins Federal Grant
  - Teen Parent Education
  - School to Career Education
  - Online Education
  - Advanced Career Technical Sponsorship
· Encourages differentiated instruction and the use of a variety of strategies and materials consistent with research on learning and child growth and development.
· Collaborates with principals, supporting alternative education options in the comprehensive high schools.
· Communicates regularly with high school principals and CTE licensed staff in order to effectively support CTE programs at the high school level.
· Collaborates with community college and university programs to align work to create career pathways.
· Identifies staffing needs and assists with the recruitment and selection of staff for ECCO / Ed Options.
· Communicates frequently with principals, teachers, data teams, community agencies, and others to ensure coordination of related programs and services.
· Collaborates with the Technology Department to ensure that appropriate software and online resources are available to support the alternative education program, and teachers are adept at integrating technology into their instructional practices.
· Ensures that the professional development program for alternative education is focused on how students learn, encompasses both content and pedagogical knowledge and skills, promotes collaborative learning, and includes job-embedded opportunities for growth.
· Manages the budgets for programs within the scope of responsibility for ECCO / Ed Options district wide, including both district and private operated alternative education programs.
· Develops, implements, and evaluates grants and special projects, including initiatives that are made possible through state or federal legislation, local or cooperative partnerships, and/or foundation grants related to alternative education.
**Required Knowledge, Skills and Abilities**

- Commitment to the belief that all students can learn, to educational equity, and to the District’s vision and mission.
- Knowledge of research-based curriculum development, instruction and assessment practices, especially relative to interventions with struggling learners and students of varying cultural heritages and English proficiencies.
- Competence communicating and supporting CTE staff to track eligibility and needs for CTE staff certification in the comprehensive high school programs.
- Ability to evaluate alternative education instructional programs and teaching effectiveness and to interpret data.
- Ability to coordinate District-wide programs and initiatives in grades 9-12 and in accordance with policies and procedures.
- Demonstrated ability to work collaboratively with teachers and district/school administrators and to promote collaborative practices.
- Demonstrated ability to prepare and present comprehensive and effective reports, both oral and written, as appropriate to varied audiences.
- Ability to manage budgets and multiple priorities, lead and supervise staff, adapt to change, and meet timelines.

**Minimum Qualifications**

*Education*

- Master’s degree required,
- Valid administrator’s license required,
- Doctorate degree or advanced coursework preferred.

*Experience*

- Eight (8) years of experience, as follows:
  - Six (6) years as a successful classroom teacher
  - Two (2) years district-level administrative/leadership experience, including experience as a building principal, teacher and/or instructional coach
- Administrative experience in curriculum development at the district level required
- Experience in designing and leading professional development, with emphasis on alternative education and Career Technical Education
- Experience in supporting teaching and learning, curriculum development, staff training, student assessment, and program accountability

*Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.*

**Work Environment**

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require overtime work beyond the standard workday and workweek.

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## ADDITIONAL INFORMATION

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<thead>
<tr>
<th>Employee Unit</th>
<th>MAPS - Administrator</th>
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<tbody>
<tr>
<td>Pay Grade</td>
<td>Grade 13, Admin 12 Month</td>
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| Approved by            | Dr. Sheldon Berman – Superintendent  
Randy Bernstein – Director Secondary Education  
Cydney Vandercar – Interim Director Human Resources |
| Last revised           | 2015                 |