Little Rock School District
JOB DESCRIPTION

Position Title: Director Career Alternative Ed
Prepared Date: 01/19/2022

JOB GOAL:
To supervise the District’s Alternative Education Programs, inclusive of all Career and Technical Education, Adult Education as well as traditional alternative education programs. To provide students enrolled in the career-technical education programs with education and training of sufficient excellence to enable them, upon graduation, to enter the labor market with entry level skills or continued post-secondary training in their chosen career pathway, varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as a worker and an individual.

TERMS OF EMPLOYMENT:
Twelve (12) month (245 days) contract, Pay 802 Grade 25, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. FLSA: Non-Exempt

QUALIFICATIONS:
1. Master’s degree or higher in a Career and Technical Education area (code # 415). A valid Arkansas teaching license as a Secondary Vocational Administrator and School Administrator (code # 175) required.
2. Three years of successful secondary teaching or administrative experience, one of which must be at the 9-12 level in an urban setting.
3. Evidence of strong commitment to quality and equity in student learning and career-technical education.
4. Successful experience in dealing with students, parents, and staff in decision-making and communication.
5. To develop, expand, and provide quality career and technical education programs to our students that will enable them upon graduation to be competitively employed or postsecondary training.
6. Evidence of successful experience in grant writing, developing and implementing new and expanded programs of studies in career and technical education or priority programs.
7. Evidence of successful involvement of parents and staff in problem solving.
8. Evidence of successful experience in dealing with students’ problems.
9. Evidence of successful experience with parent and staff involvement in decision making.
10. Strong interpersonal skills.
11. Evidence of strong organizational skills.
ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Embraces and supports the District’s mission and vision by implementing the goals and strategies outlined in the Strategic Plan that are aligned with Secondary Education.

2. Develops and supervises quality and technical education programs.

3. Leads the District in developing Tech Prep programs through articulation agreements with postsecondary institutions across the state.

4. Leads in developing and providing quality professional development activities for Career-Tech and other support staff.

5. Leads in the development and/or revision of curriculum for high skill, high wage, and high demand career tech programs in the District.

6. Assists instructors and administrators to ensure that non-traditional enrollment and participation in career-technical programs are increased to meet state standards.

7. Leads instructors and administrators in closing the achievement gap in literacy and math for all students through the support of curriculum integration in all Career-Tech programs.

8. Assists instructors and administrators in selecting state-of-art equipment, materials and supplies for Career-Technical education.

9. Knows and interprets local, state, and national trends, standards and guidelines, and policies pertaining to career-technical education and alternative education.

10. Assists in the work of Career-Tech Education Advisory Committees and with career technical student organizations (CTSO).

11. Prepares proposals for career and technical education.

12. Prepares annual ALE program description approval forms as required by the Arkansas Department of Education.

13. Prepares annual ALE program report as required by the Arkansas Department of Education.
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14. Provides leadership and oversight of the District’s elementary alternative education environments.

15. Develops and plans for needed renovations/expansions of existing laboratories and/or classrooms in coordination with Facility Services and other appropriate departments/individuals.

16. Assists in recruiting and screening qualified applicants for teaching positions.

17. Prepares and submits all reports required by Arkansas Department of Career Education.

18. Prepares and submits the annual local application for federal funds under Title I of the Carl D. Perkins Career and Technical Education Act to Arkansas Department of Career Education.

19. Prepares and submits applications to utilize reserve funding available through Arkansas Department of Career Education to fund special projects.

20. Prepares applications for funding of Arkansas Department of Health and Human Services/Children and Family Services contracts for Human Service Workers program in identified schools.

21. Provides oversight and submission of monthly reports and billing to Arkansas Department of Health and Human Services/Children and Family Services Department.

22. Supervises Human Service Workers in the Schools at assigned schools within the District.

23. Evaluates the Coordinators of Hamilton Learning Academy (middle and high school levels), Accelerated Learning Center/Metropolitan Career-Tech Center and Adult Education.

24. Provides leadership and oversight of Accelerated Learning Center and the alternative diploma/GED programs in the District.

25. Advises the Coordinators on budgetary, disciplinary and personnel issues.

26. Collaborates with the Senior Director of Student Services and District principals when placing students in and out of an alternative learning environment.

27. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.