



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0381  
Pay Grade: C09

FLSA: Exempt  
Administrative

<b>DIRECTOR, EDUCATIONAL ALTERNATIVE SERVICES</b>
<b>REPORTS TO:</b> Chief Student Support Officer
<b>SUPERVISES:</b> Administrators Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Master's degree from an accredited college or university with certification in a subject area and/or social science area. State certification in Administration/Supervision at the elementary and/or secondary level, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years teaching experience. Three (3) years administrative or supervisory experience in a related area.
<b>MAJOR FUNCTION</b>
The Director, Educational Alternative Services is responsible for providing leadership and support for the district's in-school and out-of-school educational alternative programs. The Director is responsible for the implementation and coordination of these programs and the articulation of such among regular schools and outside agencies.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Serves as a Curriculum Services School Connector</li><li>• Provides leadership in the formulation of goals and objectives and establishes priorities for the district's educational alternative programs</li><li>• Serves as the district's educational alternative services contact person; is the district liaison with a variety of community agencies in matters concerning educational alternatives</li><li>• Communicates educational alternative services program concerns to subject area supervisors</li><li>• Communicates information about educational alternative programs to school personnel, administrators, counselors, attendance workers, and the public and community agencies</li><li>• Recruits, selects, trains and evaluates teachers for the educational alternative programs</li><li>• Selects and secures instructional materials; brings new materials, approaches, and current research to the attention of educational alternative services teachers and other staff</li><li>• Observes classes, particularly those of new teachers, and offers comments and suggestions for improvement</li><li>• Plans staff development for educational alternative services teachers and other district personnel; provides ongoing programs for teachers at out-of-school centers</li><li>• Recruits, trains and places volunteers in conjunction with Community Involvement</li><li>• Develops and monitors programs budget</li><li>• Provides leadership in grant writing projects; is responsible for grant implementation and evaluation</li><li>• Plans, develops, implements and supervises program curriculum; interprets and implements dropout prevention legislation</li><li>• Disseminates and implements School Board policy and procedures as it relates to students and staff in the educational alternative services program</li><li>• Coordinates services in areas such as transportation, food services, testing, and student services as they relate to the needs of students in the educational alternative services program</li><li>• Serves on various boards and committees relating to dropout prevention; attends faculty, curriculum and parent meetings as needed</li><li>• Projects and reports FTE used as a basis for dropout prevention weighted-funding; prepares and maintains records and reports in compliance with federal, state, and local requirements</li><li>• Performs other related duties as assigned.</li></ul>

**DIRECTOR, EDUCATIONAL ALTERNATIVE SERVICES**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 7/87 PBL; BOARD APPROVED: 9/23/87; FORMAT REVISED: 7/88; REVISED: 7/90 PBL; BOARD APPROVED: 8/8/90; TITLE REVISED: 5/92 PBL; BOARD APPROVED: 5/13/92; UPDATE DIVISION NAME: 1/06 AK; REVISED TITLE & MF: 11/09 LMCK; BOARD APPROVED: 12/08/09; REVISED TITLE, MF, ER: 11/14 CH; BOARD APPROVED: 12/09/14; REVISED REPORTS TO: 09/23 PT; NO BOARD APPROVAL NEEDED

**DIRECTOR, EDUCATIONAL ALTERNATIVE SERVICES**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Educational Alternative Services – Admin