

SANTA FE SOUTH SCHOOLS, INC.

CHRIS BREWSTER ~ SUPERINTENDENT ALEX SOUZA ~ ASSISTANT SUPERINTENDENT

4825 South Shields Blvd. Oklahoma City, OK 73129
405.601.5742 fax.405.601.5435



www.santafesouth.org

JOB TITLE: **Alternative Education Director**
Report to: **Superintendent or his/her designee**
Number of Days: **11 month**

Position Summary:

The Director of Alternative Education. The purpose of the position is to create, promote and improve the efficient operation and integrity of an alternative education programs in order to serve a broad range of the district's highest-risk students and surrounding schools. Duties include the coordination, development, oversight and financial management of alternative programs.

A significant amount of time is devoted to researching and validating effective national models for the purpose of implementing new and innovative alternative education programs in the district. In addition, the Director must understand State of Oklahoma Alternative Education Laws and the process involved in developing a state of the art alternative education program.

Qualifications/Job Requirements:

Education: Master's degree in school administration, strongly preferred.

Experience: Five years' experience in school administration and/or alternative education, strongly preferred

Duties and Responsibilities:

- Coordinates with appropriate District personnel and parents regarding the placement of students into alternative educational programs.
- Ensures that alternative programs operate within the policies and regulations of the District, and ensures that coordinators of alternative education programs administer financial resources as mandated by state laws and School Board policies.
- Collaborates with school personnel in gathering and utilizing data on a case-by-case basis and assists in planning strategies for modifying inappropriate student behavior.
- Identifies and integrates appropriate community social services into the alternative and traditional school setting and represents the District on appropriate community organizations and committees.
- Seeks out and partners with appropriate state and community agencies in joint grant writing and implementation duties for new school-based or school-linked social services.
- Acts as principal and evaluates all teachers within the program
- Ensures the alternative program serves individuals in the community who are most in need of educational options, including individuals suspended, dropouts and potential dropouts, and adjudicated delinquent.
- Attends state mandated professional development training for Alternative Education Directors.
- Reviews program evaluation results for both statewide Alternative Education Academy and non-academy programs, and makes adjustments to program implementation as a result of evaluation findings.

How to Apply: Qualified interested applicants should submit letter of interest and resume to jobs@santafesouth.org