

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE**

Job Description

Job Title: Alternative School Administrator/Principal

Department: Instruction

Months per Year: 10.75

Date: June 8, 2012

Reports To: High School Director

Grade: 509C

Purpose of Job

The alternative school administrator will assist the High School Director in fulfilling and providing instructional leadership to the staff including curriculum planning, review and implementation, and professional development. Responsible for building administration and the safety and welfare of both student and staff.

Assist in the on-going development and improvement of the alternative school programs and virtual high school; assist the High School Director working with the Director of Schools, Chief Academic Officer, board, staff, parents, community groups and professional organizations; implement and maintain excellent alternative school programs.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Plan, develop, implement, and evaluate instructional programs and delivery systems to meet the needs of at-risk youth.
 - Oversee the administration of the testing program for the school.
 - Interview and select qualified personnel to be recommended for employment.
 - Conduct performance appraisals and make reappointment recommendations for school personnel.
 - Implement and administer negotiated employee contracts at the school site.
 - Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
 - Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
 - Assist students in accessing available support services.
 - Exercise proactive leadership in promoting the vision and mission of the District.
 - Establish a vision and mission for the school in collaboration with stakeholders.
 - Be proactive in recognizing and solving school problems.
 - Anticipate future problems as activities are planned.
 - Initiate programs and organize resources to carry out the School's Continuous Improvement Plan.
 - Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
 - Facilitate the development of the School's Improvement Plan.
 - Access, analyze, interpret, and use data in decision-making.
 - Use technology effectively.
 - Monitor the progress and provide feedback to stakeholders, throughout the year, on the School Improvement Plan goals.
 - Oversee the selection of textbooks, materials, technology and equipment.
 - Assign school personnel to special projects or duties and monitor their performance.
 - Supervise the operation and all activities and functions at the assigned school.
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- Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
 - Develop long-range and short-range facility needs at the assigned school.
 - Coordinate facility and support service requirements.

- Coordinate plant safety and facility inspections at the assigned school.
 - Coordinate all maintenance functions at the assigned school.
 - Coordinate and supervise transportation services at the assigned school.
 - Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
 - Establish and manage student accounting and attendance procedures at the assigned school.
 - Direct the establishment of adequate property inventory records and ensure the security of school property.
 - Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
 - Delegate responsibilities to appropriate staff members.
 - Promote high student achievement.
 - Manage and administer personnel development through training, in-service and other developmental activities.
 - Provide training opportunities and feedback to personnel at the assigned school.
 - Participate in District management meetings and other activities to enhance professional development.
 - Maintain and model high standards of professional conduct.
 - Set high goals and standards for self, others, and organization.
 - Provide recognition and celebration for student, staff, and school accomplishments.
 - Keep abreast of current research, trends, and best practices in alternative education.
 - Work closely with other schools on the transfer of credit and related issues for students coming from or returning to those schools.
 - Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
 - Adjust strategies to accommodate unexpected situations.
 - Understand and utilize collaborative planning strategies.
 - Facilitate problem solving by groups and individuals.
 - Communicate effectively both orally and in writing with parents, students, teachers, and the community.
 - Communicate, through the proper channels, to keep the Director of Secondary Education informed of impending problems or events of unusual nature.
 - Communicate with other agencies, which have responsibility for students enrolled at some sites.
 - Articulate programs with other community and service agencies.
 - Maintain visibility and accessibility on the school campus.
 - Attend school-related activities and events.
 - Coordinate with District instructional staff in program planning.
 - Align school initiatives with District, state, and school goals.
 - Articulate programs with other agencies.
 - Develop positive school/community relations and serve as liaison between the school and community.
 - Participate in developing the District strategic plan, District school calendar, District staffing plan, and manpower plans. Manage and administer school functions relating to these items.
 - Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
 - Serve as a member of the Director of Secondary Education's District-wide management instructional team at request of Director of Schools.
 - Demonstrate commitment to the vision, mission, goals, and priorities of the District.
 - Provide leadership and direction for developing the best possible learning/teaching environment.
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- Serve as a district representative at emergency shelters as determined by the Director of Secondary Education.
 - Perform other incidental tasks consistent with the goals and objectives of this position.

- Establish procedures to be used in the event of such happenings.
- Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.
- Act quickly to stop possible breaches of safety, ineffective procedures, or interference with school operations.

Serve as a summer school principal after completion of calendar year duties.

- Assist with monitoring that the grounds at the Greenwood Complex are safe and appropriately maintained.
- **Work with the At-Risk Coordinator to ensure that the staff at VHS has a dynamic work atmosphere that is beneficial to the adults and conducive to the academic needs of all students.**
- **Assist the At-Risk Coordinator in monitoring the Citizenship Academy.**
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- **Additional Job Functions**
- Performs other duties as required

Minimum Education and Experience Required to Perform Essential Job Functions

Candidate must have a master's degree with a valid Tennessee teaching certificate with administrator K-12 endorsement.

Minimum three year successful classroom teaching experience

Knowledge of Job

Candidate must have positive interpersonal skills in order to maintain effective relationships. Must have skill to motivate students and teachers, effective communication skills (written and oral) and computer skills. Must have ability to organize, prioritize, and manage time well, good listening skills, high level of stamina and ability to manage large groups, including appropriate means of crowd control. Knowledge of curriculum and laws, regulations and codes affecting school management. Knowledge of public relation techniques and strategies of test analyses and the application of analyses to curriculum development. Must have ability to prepare and manage the school's budget and allocated resources, meet extended responsibilities and the regular school day, and access all areas of the school and grounds. Ability to handle highly sensitive personnel matters in a timely and professional manner. Has high degree knowledge of implementing and evaluating teachers and classified staff.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile, copy machine, calculator, telephone, etc. Must be physically able to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of active work.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION:

Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers or assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job of Coordinator of the Alternative School. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to

speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job Coordinator of the Alternative School.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking- expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date

June 2012