

# **Bottineau Public School District**

## **Alternative School Director Job Description**

### **Qualifications:**

1. High school diploma required.
2. A minimum of an associate's degree or intent to finish an associate's degree within three years after being hired.
3. Basic computer skills.

### **Reports to:**

Bottineau High School Principal.

### **Supervisory Responsibilities:**

Paraprofessionals and other staff assigned to Alternative School program

### **Performance Responsibilities:**

1. Coordinates operations for the alternative school for the purpose of improving student academic success and ensuring district objectives are achieved and resources are effectively utilized.
2. Collaborates with others (e.g. school personnel, district administrators, parents, students, community organizations, etc.) for the purpose of implementing and/or maintaining alternative services and/or programs.
3. Manages and evaluates a wide variety of program components for the purpose of delivering services which conform to established guidelines and regulations.
4. Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
5. Monitors projects, grants and programs for the purpose of ensuring that services comply with district, state and federal requirements.
6. Develops proposals, program improvements and grant opportunities for the purpose of meeting District goals.
7. Develops long and short range plans/programs and annual budget for the purpose of ensuring that the district's resources are effectively utilized.
8. Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
9. Researches a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.

10. Composes a wide variety of documents in written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
11. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
12. Keeps abreast of current best practices related to alternative instruction.
13. Participates in in-service activities promoted by the district.
14. Submit required reports promptly and accurately.
15. Maintains a high level of ethical behavior and confidentiality.
16. Perform other duties as assigned by Principal or Superintendent.

**Evaluation:**

Job performance is evaluated in accordance to district guidelines by the Bottineau High School Principal.