



WEST BOLIVAR CONSOLIDATED SCHOOL DISTRICT

P.O. BOX 189
ROSEDALE, MISSISSIPPI 38769

Mr. John Taylor
Superintendent

Phone: 662-759-3525
Fax: 662-759-6316

VACANCY ANNOUNCEMENT

Director of Alternative Education

QUALIFICATIONS:

1. A valid state certificate to practice as a school administrator.
2. A minimum of three years' experience in public school administration and supervision.
3. A minimum of two years' successful experience as a classroom teacher.
4. Thorough working knowledge of curriculum development and instructional strategies/techniques; knowledge of in-service and staff development activities; knowledge of budget planning and development; efficient technology skills and computer literacy.
5. Knowledge of program design, assessment and evaluation procedures
6. Proficient with desktop computers, preferably Microsoft operating system, Word, and Excel.
7. Ability to provide teaching staff with ongoing training in instructional supervision.
8. Ability to supervise instructional and support staff.

REPORTS TO: Superintendent and works closely with Building Principals

SUPERVISES: All personnel serving in assigned building or school

JOB GOALS: To insure the smooth and successful day to day operation of the Alternative Education Program: to work collaboratively with students, parents, and staff.

PERFORMANCE RESPONSIBILITIES:

1. Be the chairman of the student review committee
2. Coordinate the student's academic needs with the counselor assigned.
3. Be directly involved in developing and implementing discipline procedures.
4. Management- Interprets and enforces district policies and administrative regulations. Makes all administrative decisions necessary to the proper function of the program. Establishes program policies and procedures to guide the operation of the program. Considers recommendations from students and teachers in establishing school rules and regulations. Maintain a written handbook containing policies and procedures of the alternative education program.
5. Curriculum- Supervises curricular programs and manages their continuing review, evaluation and improvement. Works with staff in establishing procedures for the continuing assessment of program accomplishments in relation to instructional objectives. Provides leadership to staff in annually identifying program strengths and weaknesses. Determines resources needed and /or available to manage curricular programs.
6. Conducts evaluations of all staff members regarding their individual and group performance and makes recommendations to individuals and the group to improve performance.



WEST BOLIVAR CONSOLIDATED SCHOOL DISTRICT

P.O. BOX 189
ROSEDALE, MISSISSIPPI 38769

Mr. John Taylor
Superintendent

Phone: 662-759-3525
Fax: 662-759-6316

7. Student Achievement- Maintains increased student achievement as primary goal and accepts responsibilities and accountability accordingly.
8. Supervision – Plans, assigns and inspects work of subordinates. Determines staffing needs aligns functional work areas and assigns responsibilities. Participates in the selection and recruitment of new employees; trains or supervise the training and development of subordinates; appraises, counsels and advises subordinates; resolves grievances.
9. Oversees and delegates authority to responsible personnel to assume responsibility for the school at all alternative school activities. Attend and supervise all school functions attended by alternative education students.
10. Assumes responsibility for general appearance and upkeep of the alternative school.
11. Student Conduct – Establishes guidelines for proper student conduct and implements disciplinary procedures that ensure a safe and orderly environment.
12. Cooperation – Works effectively as a member of the district administrative team in carrying out district-wide responsibilities. Assists in the establishment and accomplishment of district-wide goals, objectives and related responsibilities. Provides opportunities for staff to express ideas and concerns about programs and the materials available for use. Provides assistance in school improvement processes.
13. Reports – Prepares, or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the program.
14. Public Relations – Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
15. Meetings – Participates in administrative/director meetings as required or appropriate. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
16. Other concerns or duties deemed necessary by the Superintendent or designee.

TERMS OF EMPLOYMENT: 197-day contract. Salary and work year to be established by the board.

EVALUATION:

Performance of this job will be evaluated annually.

Application Process:

Applications may be found on the West Bolivar Consolidated School District Website at www.wbcsdk12.org on the Employment page and will be accepted until July 31, 2019. Applicants are encouraged to apply online or submit a paper application to the address above.