



# Longview Independent School District

## JOB DESCRIPTION

# COORDINATOR OF ALTERNATIVE SCHOOLS DAEP (DADE CENTER)/JDC

<b>JOB TITLE:</b>	Coordinator of Alternative Schools DAEP (Dade)/JDC	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent, Campus Accountability	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>PAY GRADE:</b>	Administrative 5

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### PRIMARY PURPOSE:

Manage the staff, program and physical resources of LISD alternative or special population school or center; Use leadership and supervisory skills to promote the educational development of each student; perform related district-wide administrative duties as required or assigned

### QUALIFICATIONS:

#### Education/Certification:

Master's degree in Educational Administration or Curriculum and Instruction  
Texas Mid-Management or appropriate Texas administrator's certificate  
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

#### Experience:

Three years successful experience as a classroom teacher, preferably in special and/or remedial programs

#### Special Knowledge and Skills:

Considerable teaching, supervisory, or administrative experience, some of which shall have been related to assignment

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Assume supervisory responsibility and instructional leadership for the planning, operation, supervision, and evaluation of the alternative programs
2. Assist in the development, revision, and evaluation of the school curriculum



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Assist and make recommendations regarding the screening, training, assigning, evaluating and dismissal of the schools' professional and paraprofessional staff
4. Assist in the in-service orientation and training of assigned staff, with special responsibility for staff administrative procedures and instructions
5. Assume responsibility for the attendance, progress, conduct and health of students and supervise the maintenance of accurate records for each student in each of these areas
6. Direct the management and preparation of the school budget
7. Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life
8. Supervise the planning, development, implementation, and evaluation of instructional programs and materials
9. Select, evaluate, and supervise the use of equipment, and instructional or reference materials in consultation with teachers
10. Adapt educational programs (county-approved) to the particular needs of the community and the students served
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees



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### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

#### Hazard/Unusual Demands: Work environment may be noisy

- Work may involve maladaptive student behavior
- Work may involve exposure to student body fluids
- Work may include extensive evening, nighttime and weekend responsibilities

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Feb., 2017**