

Jefferson County Alternative School

POSITION TITLE: Alternative School Director

REPORTS TO: Jefferson County ESC Superintendent or Designee

TERMS OF EMPLOYMENT: 210 Day Contract

BEGINNING: August 1, 2016

QUALIFICATIONS:

Valid Ohio Teaching Certification in Special Education, Master's Degree in Administration and ability to obtain a Doctoral Degree

Master's degree required -- At least two years of supervisory experience required; Knowledge of the criminal and juvenile justice systems required; Experience and knowledge regarding positive youth development and trauma informed services preferred; Experience with grant writing, grant and contract management required; Excellent written and oral communication required; Excellent administrative, organizational and interpersonal skills required.

The ideal candidate must be a skilled communicator, excellent project manager and must be able to work in multi-disciplinary setting and maintain strong relationships with multiple agencies and organizations both onsite and in the community. This position requires a creative, aggressive self-starter who can supervise a diverse workforce, manage multiple initiatives simultaneously, and meet expected program deliverables in a fast-paced environment.

ESSENTIAL JOB FUNCTIONS:

Establish a professional rapport with students that earns their respect.

Establish high standards and expectations for all students to accept responsibility for behavior.

Supervise students and consistently administer rules regarding student behavior during detention.

Keep accurate records of student attendance and behavior, and submit to the JCESC in a timely fashion.

Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.

Discipline students in a fair and consistent manner, using school approved procedures.

Seek assistance of the parents and the administration when needed.

Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.

Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.

Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility.

Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.

Supervise and manage staff of professionals including youth development specialists, community youth mentors, court liaisons, intake staff, clinicians and case managers and interns.

Spearhead fundraising and grant seeking efforts by identifying appropriate solicitations, developing potential new partnerships, collaborating with appropriate city, state and community- based partners and leading the proposal drafting and submission process.

Other duties as assigned.

OTHER JOB FUNCTIONS:

Maintain emotional control under stress.

Must have the ability to lift at least 40 pounds occasionally.

Ability to endure prolonged standing, walking, sitting, kneeling, occasional reaching above the head or the shoulders, bending, squatting.

Due Date. June 1st 2016

Interested Applicants should Submit Resume to Dr. Chuck Kokiko JCESC
Superintendent

Email: ckokiko@jcesc.org