

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM SPECIALIST - ALTERNATIVE EDUCATION, DROPOUT PREVENTION, JUDICIAL LIAISON

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- Master's Degree/Bachelor's Degree from an accredited educational institution.
- Certification in Exceptional Student Education or School Guidance Counselor (Secondary), preferred.
- Certification in a core content area.
- Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws, rules, and regulations governing area of responsibility (attendance, dropout, discipline, alternative education).
- Expertise in curriculum in appropriate content area and level.
- Knowledge of best practices, appropriate assessment strategies and current literature.

REPORTS TO:

Pupil Support Services, Supervisor

JOB OBJECTIVE:

To facilitate the coordination between school district and outside agencies regarding most appropriate educational services for students at-risk. To provide support and monitor implementation of intervention services for at-risk youth at all high schools.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Disseminate, implement and audit state and federal mandates.
- Provide direct support to schools based on department initiatives and/or school requests.
- Provide direct support to department and schools in specific areas (discipline, dropout, alternative education)
- Provide design and training for appropriate staff development activities.
- Work with community-based agencies and resources.
- Chair or serve on school or District committees relative to program area of responsibility.
- Review, revise, develop and distribute information, materials / resources appropriate to the needs of the department and the district.
- Promote parent and community collaboration of effective services delivered to students.
- Demonstrate initiative in the performance of assigned responsibilities.
- Work as the Court Liaison between Sarasota County Judicial System and the school district.
- Provide coaching and technical assistance to teachers on design and implementation of IEP/504.
- Prepare all required reports and maintain appropriate records.
- Exhibit interpersonal skills to work as an effective team member.

- Respond to inquiries and concerns in a timely manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11