

# *Educational Service Center of Medina County*

## **Job Description**

**Title:**        **Alternative School Director**

**Reports To:**    Building Administrator, Teacher, or Designated Supervisor

**Supervises:**

- Alternative School Teacher
- Alternative School Online Faculty
- Alternative School Students
- Alternative School Monitor

**FLSA Status:**    NON-EXEMPT

**Qualifications:**

- Holds a bachelor's degree or higher in education or related field of study.
- Holds a valid teaching license through ODE
- Possesses a valid Ohio driver's license.
- Completes documented evidence of a clear criminal record.

**Description:**

Provide overall leadership for the Educational Service Center's Alternative High School and Virtual Learning Academy.

**Key Functions:**

**Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.

10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

**Essential Functions:**

1. Recruit, supervise, and evaluate teachers, online faculty, and other staff members associated with the Medina County School's Alternative High School and Virtual Learning Academy.
2. Develop and monitor budgets in conjunction with the Treasurer and Superintendent.
3. Develop and monitor overall mission of the program in conjunction with the Superintendent.
4. Maintain records of attendance, grades, and other educational data on Alternative High School and Virtual Learning Academy students.
5. Maintain communication with home school officials.
6. Supervises students.
7. Provides tutoring/teaching when appropriate.
8. Recruits students for Alternative High School and Virtual Learning Academy in conjunction with home school officials.
9. Develops students' graduation plans in conjunction with home school officials.
10. Monitors student progress.
11. Develops student progress reports for home school officials, students, and parents.

**Other Duties and Responsibilities:**

Any and all additional duties and responsibilities as assigned by the Superintendent.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather/driving conditions
3. Potential interaction among unruly children

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

## Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: July 23, 2012**

**Revised by Governing Board: November 19, 2018**