Employment Opportunity
Butler County Educational Service Center
June 5, 2020

POSITION: Assistant Director of Alternative Education- BCJJC (BCJDC/BCJRC)/Beckett Springs

GENERAL DESCRIPTION: The Assistant Director of Alternative Education at BCJJC/Beckett Springs will coordinate the Educational Service Center Alternative School Program, as well as serve as the onsite administrator. The director will work in partnership with designated providers to ensure all students are being served appropriately.

QUALIFICATIONS:
- Master’s degree required and hold a valid Ohio Department of Education Administrator license or willing to obtain
- Three years minimum of related teaching and/or administrative experience
- Experience with non-traditional educational pathways for children
- Willingness/ability to work as a team member
- Strong knowledge of educational strategies
- Curriculum development experience
- Computer expertise appropriate to the position
- Knowledge of regulatory standards and district policies related to assigned functions.
- Interpersonal skills necessary to communicate effectively and work productively with all levels of district staff, students, parents and the general public.
- Effective verbal and written communication skills and the ability to handle problem situations in a tactful, courteous and respectful manner
- Ability to analyze and summarize data related to assessment results and develop plans of action to address a variety of program issues and concerns.
- Skills necessary to provide guidance, training, as well as prioritize and review the work of assigned staff.
- Demonstrated ability to effectively serve as a leader and member of a team.
- Mental ability to adapt and respond to multiple priorities and demands, deal with the concerns of staff/students/parents/school partners in a timely manner, and resolve problem situations in a positive manner
- History of excellent attendance
- Good driving record and access to personal vehicle during work hours
- Must pass criminal background checks and be free from communicable disease

ESSENTIAL FUNCTIONS:
- Coordinate and provide leadership to the Educational Service Center Alternative School Programming at Butler County JDC/JRC and Beckett Springs.
- Supervise and evaluate alternative school personnel.
- Work cooperatively with all staff to efficiently coordinate services.
- Assist in interviewing prospective candidates for available teaching and classified positions.
- Maintain confidentiality.
- Plan and organize own work to meet deadlines.
• Assist in supervising, administering, and allocating the building's financial budget and make decisions for its use.
• Promote a positive, caring climate for learning; deal sensitively and fairly with persons from diverse cultural backgrounds; and communicate effectively with students, staff and parents.
• Assist in the development and provision of in-service programs for staff professional development and growth.
• Continuously update and improve professional competence.
• Attend meetings and conferences as assigned by the Director of Alternative Education
• Provide leadership to staff in the resolution of instruction-related problems.
• Assume responsibility for coordination of the activities related to the transition of students from and to JRC/JDC and their home schools.
• Ensure compliance in all BCESC programs with local, state, and federal regulations relating to the provision of educational services to students with disabilities.
• Establish and maintain regular communication among all BCESC programs/representatives and school districts serving students.
• Participate in the review and evaluation of education curriculum programs and services; initiate improvements and changes as necessary.
• Support building staff, parents, and others on matters relating to education instruction as well as particular concerns as requested.
• Serve as a liaison to various local, state and national instructional organizations which focus upon instruction of students with ACE’s.
• Confer with supervisors regarding progress, concerns and recommendations
• Maintain records and files as required.
• Plan and organize own work to meet priorities.
• Meet deadlines (daily, weekly, monthly, quarterly, yearly).
• Maintain confidentiality in district matters.
• Continuously update and improve professional competence.
• Comply with state and federal regulations pertaining to the position (e.g. OSHA).
• Perform other duties consistent with the position as assigned.

OTHER DUTIES AND FUNCTIONS:

• Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
• Help instill in the students the belief in and practice of ethical principles and democratic values and wellness skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting; appropriate school law; requirements of the Ohio Department of Education; effective management procedures; EMIS; current technology; supervision; teaching techniques and methods; instructional curricula; personnel system requirements and procedures; student discipline code; public relations; effective conferencing techniques; district and community resources.
Ability to: Interpret policy, rules and regulations and procedures, work successfully in a culturally diverse environment, compile and prepare required reports; follow instructions, communicate effectively, maintain files and reports, collect data; schedule; build trust; lift a moderate amount of weight; transport self and materials to work sites.

Skill in: Use of computer and instructional office equipment.

EQUIPMENT OPERATED:

Computer, and instructional and office equipment, personal vehicle, cell phone, school building specific equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to construction hazards, dust, electrical hazards, fumes, loud noise, traffic.

Periodic: Exposure to blood, bodily fluids and tissue, inclement weather driving conditions and severe weather.

Frequent: Exposure to unruly children/adults; travels to and gains access to workplace.

TERMS OF EMPLOYMENT:
Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:
Performance of this position will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Administrative Personnel.

STARTING DATE: August 2020
SALARY: Based upon approved Salary Schedule
BENEFITS: Excellent benefits for all full time employees
WORK YEAR: Full Time – 196 days
DEADLINE: Until filled
APPLY TO: Application

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1964), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.)