

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Director of Options Education/Programming

Reports to: The Assistant Superintendent of Learning Services

POSITION SUMMARY

To oversee the organization and operation of an effective preK-12 educational options programming.

ESSENTIAL DUTIES & RESPONSIBILITIES

- A 18% Ensure that educational options schools and programming, preK-12, have met state accreditation, accountability and school improvement plan requirements by addressing school wide student academic achievement and patterns of low student performance and achievement discrepancies. Including but not limited to, charter schools, magnet schools and virtual online learning.
- A 18% Implement effective preK-12 instructional and curricular practices responding to the needs of students, the direction of the District, and valid innovations in education within a standards-based model, ensuring the integration of technology where appropriate.
- W 10% Utilize appropriate resources of the staff, student body, school district and the community to develop and maintain highly effective preK-12 instructional and co-curricular programs, including alternative education.
- D 20% Responsible for assisting the charter schools, magnets and virtual programs in maintaining the overall operations.
- D 10% Assist charters, magnets and virtual schools in planning and implement human resources activities: hires/directs/mentors/ disciplines, terminates; staffing; professional development activities.
- M 5% Monitor the effectiveness of options schools and programming practices and their impact on student learning, making adjustments for continuous quality improvement.
- M 4% Monitor and report to stakeholders including the Board of Education progress of options programming, including E.L. 1.3.1: "The Superintendent shall not fail to neglect community opinion on relevant issues including new choice/options and facilities."
- W 10% Develop and maintain effective communications, including complaint management, among the students, the community, the faculty and the administration.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Master's degree in Education Administration; Type D Certificate/Principal/Administrator's License preferred. Training in Project Management strategies (e.g., Baldrige, Six Sigma, ISO 9000, TQM, MBO)

MINIMUM EXPERIENCE

Three years of High School administrative experience, including a minimum of three years of teaching. Principal experience preferred.

SKILL REQUIREMENTS

Excellent interpersonal relations and oral and written communication skills.
Maintains a generally positive attitude.
Has a good sense of humor.
Has the ability to effectively communicate with the school district community.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to work cooperatively with supervisors and co-workers.
Advanced skill in dealing with students and staff with diverse needs at various levels.
Intermediate to advanced knowledge of developing, monitoring and evaluating preK-12 curriculum and assessment practices.
Has the ability to perform responsibilities without the necessity of close supervision.
Basic microcomputer and software skills.
Knowledge of school law.
Tolerance for ambiguity and stress.
Background and experience with a standards based system.
Knowledge of McRel concepts of leadership and accompanying attributes.
Ability to effectively manage a budget.
Strong planning, organization, motivation, management and evaluation skills.
Demonstrated skills in facilitation, problem solving and conflict management.
Background in preK-12 education programming and considerable expertise in adolescence behavior and development.
Be an effective listener with the ability to diagnose needs of the school and translate those needs into a vision for the future.
Be a team player with the capacity to instill in others high expectations and strong results orientation.

GENERAL EXPECTATIONS

Is flexible.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION – Colorado Type D Principal’s License

ESSENTIAL ENVIRONMENTAL DEMANDS - Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Regular/daily lifting five (5) to fifty (50) pounds.
Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES – Direct supervision of administrative and support staff

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.