

DIRECTOR, MARTIN LUTHER KING JR. ACADEMY

TITLE: Program Director, Martin Luther King Jr. Academy

REPORTS TO: Director of High Schools

SUPERVISES: Program Administrative Staff

JOB FUNCTION: To provide professional-level technical assistance to program's administrative and instructional staff in areas involving the development, monitoring, and implementation of all aspects of the program; provide professional development as needed; constantly survey program needs and determine effectiveness of program; direct the work of all staff members as need and/or assigned by the Director of High Schools

DUTIES AND RESPONSIBILITIES:

- Provide professional-level assistance to instructional staff involving the development, monitoring and implementation of the program
- Assist principal in short-range and long-range planning as needed
- Work cooperatively with the Director of High Schools and the Superintendent in assessing and addressing the district's priorities and needs and in developing, reviewing, and revising the program as needed
- Research past and current practices in alternative education and integrate research in areas of responsibility
- Research past and current practices in alternative education and integrate research in areas of responsibility
- Oversee and direct the work of committees and task forces as assigned.
- Work cooperatively with the Director of High Schools and staff development personnel to provide Professional development to staff

DIRECTOR, MARTIN LUTHER KING JR. ACADEMY

DUTIES AND RESPONSIBILITIES (CONT.):

- Work closely with district and program staff to obtain information regarding the effectiveness of the staff
- Serve as Professional Development Coordinator and Extended School Services Coordinator for the program performing all duties associated with those positions within the program
- Assure compliance with local, state, and federal regulations and procedures governing the program
- Assure compliance with Board goals, objectives, and directives related to all aspects of the program and provides regular updates to the Board regarding the program
- Assists instructional staff with appropriate lesson planning and classroom management for the program's student population, including planning instruction relative to student IEP's
- Coordinates the transition of students upon their return to the home middle/high school
- Serves as chairperson for all Admission and Release Committee meetings
- Evaluates program administrative, guidance, and social work staff
- Maintains regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

DIRECTOR, MARTIN LUTHER KING JR. ACADEMY

EDUCATION AND EXPERIENCE:

- Master's degree
- Three (3) years of successful teaching
- At least three (3) years of successful administrative/supervisory experience with at-risk programs which required extensive behavior management strategies (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Teaching Certification in Special Education
- Valid Kentucky Certificate for Secondary School Administration
- Exhibit knowledge of Kentucky assessments
- Possess leadership ability
- Experience working with students with varied learning style.
- Provide evident of ability to motivate and work cooperatively with diverse populations
- Ability to budget
- Use time efficiently
- Prior experience of effective management of human, physical and fiscal resources
- Ability to plan effectively

DIRECTOR, MARTIN LUTHER KING JR. ACADEMY

Original Date: 05/2000

Revision Date: 02/2001

Revision Date: 07/2012