

# Northfield

Public Schools I.S.D. 659 MINNESOTA

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

November 2008

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Director Area Learning Center	<b>Department:</b> Student Services
<b>Immediate Supervisor's Position Title:</b> Director of Student Services	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> E81	<b>Bargaining Unit:</b>

**Job Summary:** Under the direction of the Director of Student Services, the Director Area Learning Center is responsible for the day-to-day operation of the Northfield ALC, including the regular day program, independent study, summer classes and targeted services; develops and implements student discipline policies and procedures; and schedules, supervises and evaluates ALC staff.

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Responsible for the day-to-day operation of the Northfield ALC.
<b>Percent of Time:</b>	50	

#### Tasks involved in fulfilling above duty/responsibility:

- Responsible for developing, implementing and carrying-out ALC policies and procedures.
- Develops a Master schedule for the regular and summer school terms, independent study, targeted services and other ALC offerings.
- Ensures that accurate attendance, grade, credit, budgetary and other records are maintained.
- Plans, schedules and facilitates ALC staff meetings to provide information and solve problems.
- Serves as a liaison to court, social services, law enforcement and other community agencies.
- Develops and implements after-school and summer Targeted Services programming in coordination with Community Services.
- Identifies students eligible for and in need of ALC programs and services in coordination with High School counselors and administration.
- Monitors and facilitates positive neighborhood relations.
- Works with ALC staff and others to develop, implement and monitor the progress of the ALC Site Improvement Plan.
- Prepares an annual Site Improvement Progress Report for submission to the District Superintendent and Board.
- Assists the Director of Student Services in providing for building safety and security; including implementing fire, severe weather and security lockdown procedures.
- Arranges for and administers the required State and local student assessments (i.e., MCA, MAP, etc.).

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Develops and implements student discipline and attendance policies that are consistent with District policy and the mission of the ALC.
<b>Percent of Time:</b>	25	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Coordinates and supervises student discipline and attendance programs.</li> <li>• Develops and enforces ALC rules and procedures.</li> <li>• Supervises students in the building, on school grounds and in the parking lot.</li> <li>• Follows-up with parents and school staff regarding disciplinary and truancy referrals.</li> <li>• Develops and implements student discipline recording keeping and reporting systems.</li> <li>• Refers and follows-up with students experiencing chemical health issues.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Supervises, assigns and evaluates ALC staff.
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Screens and interviews applicants. Makes employment recommends to the Director.</li> <li>• Evaluates tenured and non-tenured licensed staff by observing, conducting follow-up conferences and writing valuation reports, with recommendations for growth and development as needed.</li> <li>• Supervises and evaluates office support and other non-licensed staff.</li> <li>• Assigns ALC staff to supervisory duties.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Develops monitors and revises Individual Learning Plans (ILP) for students attending ALC programs.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Insures and documents that each student attending the ALC, taking Independent Study courses or participating in Targeted Services, meets eligibility requirements for participation in an ALC program,</li> <li>• Insures that each student attending the ALC, taking Independent Study courses or participating in Targeted Services has an Individual Learning Plan (ILP) developed prior to beginning the program.</li> <li>• Insures the ILPs are periodically reviewed and updated, as necessary.</li> <li>• Develops student schedules consistent with their ILPs,</li> </ul>		

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Identifies and addresses the needs of at-risk children and youth who access ALC programs and services.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Identifies and evaluates the needs of students attending the ALC, and makes program recommendations to address those needs to the Director of Student Services and ALC Advisory Council, as appropriate.</li> <li>• Develops, monitors and revises and recommends policies and procedures to the Director of Student Services for the safe, efficient and effective operation of the ALC.</li> <li>• Works with building administrators and others, as appropriate, in developing, implementing, overseeing, evaluating and improving the delivery of Targeted Services.</li> <li>• Develops and maintains open communications and a positive working relationship with building administrators, counselors, support agencies and others who refer and/or provide services to students attending the ALC.</li> </ul>		

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Attends training sessions, conferences, seminars, department and district meetings;</li> <li>• Serves on District committees, task forces, work groups, etc., as requested;</li> <li>• Keeps abreast of changing developments, trends, instructional and educational technologies concerning the administration of programs for “at-risk” youth.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>		
	less than high school diploma	Type of degree: (B.S., M.A., etc.) Specialist or 6 <sup>th</sup> year certificate		
	High school diploma or GED.	<b>Major field of study or degree emphasis:</b> Educational administration, educational leadership or a closely related field.		
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			
X	2nd year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Working knowledge of relevant laws, rules, regulations and applicable district policies regarding Area Learning Centers.</li> <li>• Knowledge of current trends in education and for ‘at-risk’ students.</li> <li>• Ability to assess the performance of probationary and tenured teachers, other licensed staff and non-license staff in accordance with State law and district policy.</li> <li>• Knowledge of behavior management, effective school discipline practices and rules impacting suspension.</li> <li>• Staff development.</li> <li>• Conflict resolution.</li> <li>• Creating a positive school climate.</li> </ul>		
	Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b>				
<b>Required Supervisory Experience:</b>				
<b>LICENSE/ CERTIFICATION</b>	Administrative licensure, preferably Secondary Principals License			

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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>● Highly developed and effective team leadership skills.</li> <li>● Ability to work closely and positively with students, parents and individuals from all socioeconomic classes, racial/ethnic groups and students with special needs.</li> <li>● Ability to communicate ideas clearly and concisely, both verbally and in writing</li> <li>● Improving school climate by increasing student achievement and preventing disciplinary problems</li> <li>● Developing a Master Schedule</li> <li>● Basic use of computers</li> <li>● The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

Titles of Positions Directly Supervised	# of Employees
Plus Coordinator	1
ALC Instructional Staff – day program	8 - 10
Education Assistant – Computer Lab	1
ALC Secretary	1
Independent Study Instructional Staff	Varies
Targeted Services Instructors and EAs	Varies
Summer School Instructors and EAs	Varies
<b>TOTAL</b>	<b>Varies</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Exposures to disagreeable odors, communicable diseases, body fluids, and biohazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>			<b>x</b>	
<b>Walk</b>		x		
<b>Sit</b>			<b>x</b>	

Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource's Signature

\_\_\_\_\_  
Date

**Classification History:**