

Position:	Learning Director, Continuation/Ind. Study	FLSA:	Exempt
Department/Site:		Salary Grade:	Contracted
Reports to/Evaluated by:	Principal, Alternative Education High School	Salary Schedule:	Admin. Management

SUMMARY

To provide leadership, supervisory, and administrative skills in assisting the Alternative Education High School Principal, and provide instructional services in the coordination and implementation of the Independent Study Program.

DISTINGUISHING CAREER FEATURES**SUPERVISES:**

- Teachers - Continuation, Alternative and Independent Study.
- Other Professional Staff
- Such other personnel that the Principal may designate

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Instructs Independent Study pupils;
- Assigns students to the program;
- Develops Independent Study programs and objectives with individual pupils and their parents;
- Recruits, assigns, evaluates, and coordinates full-time and part-time Independent Study instructors;
- Acts as a resource person to suggest activities or materials for use by Independent Study instructors;
- Insures proper reporting and maintenance of Independent Study files, student contracts, monthly attendance reports, pupil records, and instructor time sheets;
- Develops and builds a library collection of materials for use by Independent Study instructors;
- Develops and administers the budget for the Independent Study Program;
- Acts as a resource person to alternative education programs in the District;
- Serves as a resource person to intermediate and secondary schools in the area of Independent Study opportunities;

- Attends conferences and meetings dealing with Independent Study Programs;
- Makes recommendations to Alternative Education Principal for employment of Alternative Education and Independent Study certificated personnel;
- Assumes responsibility for the discipline and attendance of Independent Study and Alternative Education students;
- Develops performance standards relative to the expected standards of student performance for both Alternative Education and Independent Study;
- Provides leadership at the direction of Alternative Education Principal for improvement of instruction by directing inservice education for Independent Study and Alternative Education teachers.
- Assists the Alternative Education Principal in developing curriculum and interpreting same to students, parents, and members of the community;
- Assist in developing master schedule for Alternative Education and Independent Study;
- Performs other duties as assigned by the Alternative Education Principal.