

RIALTO UNIFIED SCHOOL DISTRICT

DIRECTOR, ALTERNATIVE EDUCATION Job Description

DEFINITION

Directs the operation of Adult Education, Vocational Education and Regional Occupational Programs, and assumes responsibility for major portions of the program.

ESSENTIAL DUTIES

A. Adult Education, R.O.P.

1. Develops and implements Adult Education/R.O.P. programs and supervises their operations.
2. Evaluates R.O.P./Adult Education teaching staff.
3. Confers with students regarding educational and vocational programs leading to a diploma and/or job preparation. Evaluates transcripts.
4. Assist with the interpretation of the educational program staff, parents, and other members of the community.
5. Provides for administration of District proficiency examinations to diploma students in regular and laboratory settings.
6. Provides for articulation and coordination between R.O.P., Adult Education, and high school programs.
7. Assists with coordination of student registration.
8. Recruits and recommends for employment R.O.P. teachers and makes arrangements for substitute teachers.
9. Provides general supervision of evening staff.
10. Makes routine disciplinary decisions regarding R.O.P students and make decisions regarding terminations.
11. Provides direct supervision to teaching, clerical and security staff in the daytime R.O.P. program.

Experience and Education - continued:

- Possession of a valid California driver's license and a private vehicle.
- TB Skin Test as required by State Law
- Fingerprints on file as required by State Law

PHYSICAL DEMANDS

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse campuses and sites of 10 to 40 acres, including construction sites, campuses, fields, and concrete/asphalt areas. Ability to use common school hand tools, computers, telephones, and photocopy machines.

Physical requirements:

The time requirements are listed considering this wording and meaning:

- Occasionally/Low - up to 3 hours
- Frequently/Medium - 3 to 6 hours
- Constantly/High - 6 to 8 hours plus

Sitting:	Occasionally	Kneeling:	Occasionally
Stooping:	Occasionally	Walking:	Constantly
Bending:	Frequently	Push/Pull:	Occasionally
Lifting:	Occasionally	Standing:	Occasionally
Reaching:	Occasionally	Carrying:	Frequently
Handling:	Constantly	Fingering:	Occasionally
Grasping:	Constantly	*Driving:	Occasionally
Keyboarding:	Medium, Must be literate		

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Twisting:	Low	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasion 7hould

