

POSITION DESCRIPTION

Position: ALC Program Administrator

Purpose: The ALC Program Administrator provides leadership, coordination, and daily oversight for an Area Learning Center designed around a “studio” learning model. In Studios, students engage in personalized, interdisciplinary, project-based learning experiences that connect academic standards to real-world problems, student interests, and community partnerships. This position is responsible for coordinating the instructional design, student support systems, staff collaboration, program operations, and community partnerships necessary to create a personalized, interdisciplinary, project-based, competency-oriented learning environment for students whose needs are best met through an alternative educational setting. This is not a traditional alternative program model. The ALC Program Administrator leads the development and implementation of a studio-based learning culture in which students engage in authentic projects, exhibitions and learning, personalized pathways, advisory structures, work-based learning and/or community-connected experiences, reflective goal-setting, and meaningful demonstrations of academic growth.

The ALC Program Administrator ensures that the program maintains strong systems for student intake, Continual Learning Plans, attendance, credit progress, discipline, state reporting and compliance, assessment coordination, staff collaboration, family communication, hiring, observations, staff supervision and partnerships with referring schools and community agencies.

Reports to: Assistant Superintendent of Secondary Education

Position Qualifications

Education/Certification

- Valid Minnesota teaching license
- Valid Minnesota Administrative license, or ability to obtain by July 1, 2026

Experience

- Experience working with students in alternative, personalized, project-based, experiential, or nontraditional learning environments, required
- Experience designing or leading project-based, studio-based, competency-based, advisory-based, or community connected learning models, preferred
- Experience working with students identified as at-risk, credit deficient, disengaged from school, or in need of flexible learning pathways, preferred

- Experience developing partnerships with community organizations, employers, postsecondary programs, service agencies, or career-connected learning partners, preferred
- Experience with restorative practices, trauma-informed practices, mental health supports, special education collaboration, and multi-tiered systems of support, preferred
- Experience supporting staff development, instructional coaching, curriculum design, or program improvement, preferred

Knowledge, Skills & Abilities

- Demonstrated ability to coordinate programs, support staff collaboration, and work effectively with students, families, district staff, and community partners
- Knowledge of graduation requirements, student support systems, behavior management, mental health considerations, and applicable state and district requirements
- Demonstrated ability to communicate effectively, both orally and in writing
- Ability to respond appropriately in crisis situations and maintain a safe, supportive learning environment

District Mission Alignment

All positions are designed to support the MISSION of the Eden Prairie School District:
To inspire EACH student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.

Essential Duties and Responsibilities

Instructional Vision and Studio Learning

- Lead the development, implementation, and continuous improvement of a studio learning model grounded in personalized, interdisciplinary, project-based learning
- Coordinate learning experiences that support authentic inquiry, student voice and choice, public projects, exhibitions of learning, competency-based demonstrations of mastery, and real-world application
- Support staff in integrating academic standards, career-connected learning, community partnerships, advisory, portfolios, work-based learning, independent study, choice projects, and personalized pathways
- Ensure learning plans connect academic requirements with personal goals, graduation pathways, postsecondary planning, and district and state expectations

Program Coordination and Operations

- Coordinate daily operations of the Area Learning Center, including daily programming, independent study, targeted services, summer programming, and other approved ALC offerings.
- Develop schedules that support flexible, personalized, studio-based learning while meeting student credit needs and program requirements
- Maintain accurate attendance, grades, credits, student records, learning plans, assessment data, budget-related information, and required reports
- Coordinate assessments, state reporting, compliance activities, staff meetings, student support meetings, curriculum planning, advisory structures, and program improvement efforts
- Develop and monitor site procedures that support a safe, efficient, student-centered learning environment and respond to daily program needs

Student Intake, Learning Plans, and Progress Monitoring

- Facilitate intake and referral processes with referring schools, counselors, families, district staff, and appropriate partners
- Determine student eligibility and program fit in accordance with state ALC requirements and district procedures
- In collaboration with the ALC Counselor, ensure each student has a Continual Learning Plan identifying academic needs, credit status, graduation pathway, goals, support needs, and studio learning expectations
- Monitor student schedules, credit progress, competencies, attendance, graduation requirements, and personal learning goals
- Coordinator interventions and supports for students not making adequate academic, attendance, behavior, or engagement progress
- Supports students in developing portfolios, reflections, exhibitions, and other evidence of growth and mastery; maintain required student documentation

Student Support, Culture, Attendance, and Discipline

- Develop and implement student expectations, restorative practices, attendance procedures, and behavior support systems aligned with district policy and the mission of the ALC
- Promote a positive, inclusive, relationship-centered culture emphasizing belonging, responsibility, reflection, student agency, and high expectations
- Coordinate responses to attendance concerns, truancy, behavioral incidents, crisis situations, and student support needs

- In collaboration with the ALC Social Worker, support students experiencing barriers related to mental health, chemical health, family circumstances, housing instability, academic disengagement, or other risk factors
- Communicate with students, families, staff, counselors, social workers, agencies, court services, law enforcement, mental health providers, and other partners as needed
- Maintain documentation related to attendance, discipline, interventions, referrals, and support plans; supervise students in program-related settings as needed

Staff Leadership and Professional Collaboration

- Coordinate the work of licensed staff, support staff, advisory staff, independent study staff, targeted services staff, summer program staff, and other assigned adults
- Facilitate collaborative planning focused on student learning, project design, advisory systems, student progress, culture-building, and program improvement
- Provide guidance, coaching, observations, and feedback to staff in support of studio-based instruction, personalized learning, student-centered assessment, and effective student support practices
- Assist with staff selection, hiring, onboarding, professional development, and assignment of duties as appropriate
- Support staff use of data, student work, exhibitions, portfolios, and reflection protocols to improve learning experiences and student outcomes
- Coordinate staff communication to ensure consistency in expectations, learning goals, support plans, and program procedures

Family, Community, Partnership, and Compliance

- Build relationships with families, community organizations, postsecondary institutions, employers, social service agencies, and other partners
- Develop community-connected learning opportunities such as mentorships, work-based learning, internships, fieldwork, guest instruction, service learning, project partnerships, and career-connected experiences
- Serve as the liaison between the ALC and referring schools, district programs, community agencies, and families
- Monitor program effectiveness using achievement, attendance, credit completion, graduation progress, engagement, family feedback, and postsecondary readiness data
- Prepare reports and recommendations related to program needs, student progress, staffing, curriculum, facilities, resources, and compliance
- Ensure compliance with applicable laws, district policies, ALC requirements, special education requirements, assessment requirements, student data practices, and graduation requirements

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- Perform other duties of a comparable level or type as assigned

Terms of Employment

Classification: AST K

Weeks per year: 52

Days per year: 260

**Hours and days of service are established by the school district and are subject to change according to district need.*

Evaluation

A continuous performance improvement process will be developed with the Assistant Superintendent of Secondary Education