



## Job Description Director of Alternative Education

### **General Statement:**

Stamford Public Schools seeks an experienced, innovative leader to oversee alternative education. The ideal candidate will create an environment in which students engage in meaningful, individualized learning; educators do their best teaching; and academic progress is measured against real-world standards.

The **Director of Alternative Education** will serve as director of the district's current alternative education programs, which include Anchor High School, the Remote Learning Program, and Homebound Instruction. The director will also develop and lead future alternative education programs, as required, based on evolving students' needs.

Reporting to the Associate Superintendent for High Schools, the **Director of Alternative Education** will embrace the district's mission to cultivate productive habits of mind, body, and heart in every student to ensure they acquire the academic, social-emotional, behavioral, and life skills required for post-secondary success.

### **Key Leadership Responsibilities:**

- Vision, Mission, and Goals
  - Promote and implement a shared, community-wide vision for learning that aligns with Stamford Public Schools' mission and vision.
  - Set and communicate high expectations for student performance.
  - Continuously review and refine the program's vision using diverse data sources.
  - Develop and execute a School Improvement Plan to translate vision into practice.
  - Foster a positive, collegial environment conducive to teaching and learning.
- Teaching and Learning
  - Ensure academic success for all students by continuously improving instruction and curriculum.
  - Align curriculum with district, state (Connecticut), and national standards, ensuring coherence with secondary school programs.
  - Lead and coordinate professional learning, drawing on Central Office resources as needed.
  - Chair and guide the School Data Team to monitor student performance and drive instructional decisions.
  - Oversee efforts to close the achievement gap and implement Common Core State Standards.

### **Major Responsibilities:**

- Program Development, Implementation, and Evaluation
  - Oversee the enrollment and intake process.
  - Address discipline and attendance matters.
  - Monitor student progress and adjust programming to meet goals and objectives.
  - Partner with internal and external stakeholders to provide career guidance and real-world learning experiences (e.g., internships, job shadowing).
  - Ensure access to special education and behavioral health services.
  - Use data to evaluate and improve programs.

## Job Description – Director of Alternative Education

- Maintain an accurate inventory of program resources.
  - Collect and utilize stakeholder feedback to support continuous improvement.
- Curriculum, Instruction, and Assessment
  - Ensure alignment with the district curriculum.
  - Support the use of effective instructional methodologies and assessments.
  - Collaborate with the Teaching & Learning Department to develop or refine course content, credit recovery opportunities, and summer programming.
- Student Recruitment
  - Work with secondary school administrators to identify and onboard students suited for alternative education programs.
- Staff Selection and Supervision
  - Collaborate with Human Resources to hire qualified teachers, paraeducators, and support staff.
  - Supervise, manage, and evaluate program personnel.
  - Provide staff with professional development in coordination with the Teaching & Learning Department.
- Family Engagement
  - Develop initiatives to foster family engagement.
  - Clearly communicate the goals and philosophy of the alternative education program to families and other stakeholders.
- Transition Planning
  - Design and refine entrance and exit criteria and monitor the effectiveness of transition procedures.
  - Ensure secondary school leaders understand and support the transition process.
- Program Procedures and Compliance
  - Ensure full compliance with all relevant regulations, statutes, and district policies.
  - Submit required documentation to district leadership, the Board of Education, and state agencies.
  - Chair Planning and Placement Team (PPT) meetings, as appropriate.
- Professional Growth and Development
  - Participate in Professional Learning Communities (PLCs), Principal Leadership Teams (PLTs), and instructional rounds.
  - Build and maintain networks with external alternative education professionals.
  - Pursue relevant professional learning through workshops, conferences, and coursework.
- Budget Management
  - Collaborate with the Chief Financial Officer and Associate Superintendent to develop and manage the program budget.
- Other Duties
  - Partner with Central Office and secondary school staff to ensure program success.
  - Serve on committees as requested by senior leadership.
  - Perform additional responsibilities as assigned.

### **Physical and Mental Demands, Work Hazards:**

Works in standard office and school building environments.

Job Description – Director of Alternative Education

**Knowledge and Skills:**

- Commitment to creating schools that provide an education that cultivates productive habits of mind, body, and heart in every student.
- Deep knowledge of alternative education theory, implementation, and best practices.
- Ability to:
  - Foster shared ownership and distributed leadership.
  - Apply systems thinking and lead with innovation and inclusivity.
  - Collaborate effectively with diverse stakeholders.
  - Build a collegial culture that supports professional growth.
  - Analyze data to inform decision-making and program improvement.
- Strong skills in communication, problem-solving, leadership, organization, and time management.
- High ethical standards and professional integrity.
- Working knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows, Chrome); Productivity Software (i.e. Microsoft Office Suite - Word, Excel, PowerPoint; Google Workspace - Docs, Sheets, Slides, Gmail; Adobe Acrobat); Communication and Collaboration tools (i.e. Google Meet, Zoom, Microsoft Teams); Accounting Software (i.e. Oracle, QuickBooks); Student Information Systems (i.e. Naviance, Power School, CT-SEDS); or any other technology deemed relevant for this position.

**Qualifications:**

- CT CSDE Intermediate Administration or Supervision certification (092).
- Minimum of three (3) years of supervisory experience.
- Experience in an urban district, preferred.
- Such alternatives to the above qualifications as the Superintendent and/or Stamford Board of Education may find appropriate.

**Union:**

Stamford Administrative Unit (SAU)

**Work Year:**

In keeping with contracts for SAU

**Salary:**

Per SAU Contract

Board Approved June 2025

---

Employee Signature

---

Date

---

Employee Name (Please Print)