

# WARREN COUNTY PUBLIC SCHOOLS

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<b>JOB TITLE:</b>	Program Coordinator (Alternative Education)
<b>JOB CLASS CODE:</b>	2210
<b>CLASSIFIED/CERTIFIED:</b>	Certified
<b>CONTRACT DAYS:</b>	191
<b>REPORTS TO:</b>	Director of Alternative Programs
<b>SALARY SCHEDULE:</b>	Certified Salary Schedule <i>Salary based on Rank and experience</i>
<b>FLSA STATUS:</b>	Exempt

## REQUIRED QUALIFICATIONS

Valid Kentucky Teacher Certification

Consultant Endorsement

Three years teaching experience with documented success in delivery of instruction, assessment practices and implementation of research-based practices

Demonstrated commitment to continuous professional learning

## SCOPE OF RESPONSIBILITIES

Responsible for the design, implementation and operation of the alternative program in the designated alternative education setting(s) in consultation with the Director of Alternative Programs. Serves as a liaison among various educational and service agencies in the district and community to support academic and behavioral growth among students.

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works collaboratively with the Director and Assistant Director of Alternative Schools to ensure the smooth operation and success of the program, including implementing, monitoring, and refining program components and strategies as needed.

Works with relevant personnel in all facets of record keeping, including but not limited to enrollment, grades, attendance, and other related matters to ensure accuracy and efficiency.

Meets timelines and maintains necessary documentation related to student enrollment in accordance with district policy and procedures as designated by the Director of Pupil Personnel.

Serves as a liaison among students, staff, district personnel, and relevant local and state agencies.

Maintains and documents ongoing student/parent contacts and communication, including corresponding records and reports.

Works with community partners and other educational and service agencies to support the program and maximize student impact.

Prepares for meetings and maintains written evidence of preparation upon request of immediate supervisor.

Reflects the district's philosophy of education and implements instructional goals and objectives with fidelity.

Exercises necessary and reasonable precautions to protect students, equipment, materials, and facilities to ensure student safety.

Maintains complete and accurate records as required by law, district policy, and administrative regulations.

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Maintains availability to students and families for education-related purposes beyond the instructional day, when requested to do so under reasonable terms, through appropriate parent-teacher conferences and other appropriate measures of communication.
Supervises students independently and cooperatively during classroom and other activities during the assigned work day.
Attends and actively participates in required meetings and serves on assigned committees.
Establishes and maintains cooperative working relations with others.
Collaborates with other members of the staff in planning instructional goals, objectives, and methods.
Pursues professional growth in accordance with state and federal regulations.
Effectively represents the school and the district in the community in a positive manner.
Meets the Standards and Indicators set forth in the Certified Personnel Evaluation Plan.
Adheres to the Professional Code of Ethics for Kentucky Certified School personnel and the Warren County Public Schools Actions of Excellence.
Adheres to the requirements of the employee handbook, district policies, and all applicable Kentucky Revised Statutes and Kentucky Administrative Regulations.
Performs all other functions and duties deemed necessary by the immediate supervisor that are reasonable and commensurate with this position.
Performs other related duties as assigned by the Superintendent or designee.

## PHYSICAL DEMANDS

The work is performed by sitting, standing or walking. The work requires the use of hands for simple grasping and fine motor manipulations. The work at times may require bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

## TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with the adopted certified personnel salary schedule. Leave accrual will be as stated in Board Policy.

## EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of certified personnel. Evaluations will be conducted by the Superintendent or his/her designee.

WCBOE 04/17/2025

I, \_\_\_\_\_, have read and understand the terms  
(name of employee) set forth in this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date