

Job Title: C.L.I.C.K. ACADEMY DIRECTOR
Department: Student Services
Reports to: Principal, Assistant Principal
Classification: Exempt / Certified Staff
Employment: 9 months / Contract
Evaluation: Performance of this job will be evaluated in accordance with provisions of the board’s policy on evaluation of certified personnel.

SUMMARY

The Director oversees the C.L.I.C.K. Academy (alternative school) program. The program serves a broad range of high-risk students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Coordinates with appropriate district personnel regarding placement of students into the alternative education program.
2. Collaborates with school personnel regarding student placements on a case-by-case basis.
3. Assists in planning strategies for modifying inappropriate student behavior.
4. Assists in the examination and procurement of technological and instructional resources.
5. Oversees and provides appropriate educational services to students assigned to the C.L.I.C.K. Academy.
6. Ensures that the alternative school program operates within the policies and regulations of the district.
7.  [insert additional duties]
8. 
9. 
10. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

Supervises the C.L.I.C.K. Academy teacher.
Supervise students at all times.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Master's degree.
Minimum 5 years teaching experience.

Certificates, Licenses, Registrations

Appropriate certification in field.
Must hold a valid Missouri Teaching Certificate.

SKILLS AND ABILITIES

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately.

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

Other Skills and Abilities

This position requires strong interpersonal skills including the ability to:
Maintain collegial working relationships with staff and administration and
Effectively manage conflict

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee may be expected to help students with their mobility needs.

Travel

This individual must be able to travel between district facilities. The position requires a moderate amount of travel out of district. May also travel to events or conferences both in state and out of state.

Attendance

Regular and consistent attendance is an essential function of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as supervising outdoor classroom activities.

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