

## **JOB ADVERTISEMENT**

The Saraland Board of Education will be accepting applications for the following position for the 2019-2020 school year:

**CERTIFIED:**

### **SARALAND ALTERNATIVE LEARNING CENTER (SALC) DIRECTOR**

**QUALIFICATIONS:**

- Master's degree or higher
- Alabama Educational Administrator certification
- Three years' successful school administration or central office experience
- Effective communication and appropriate interpersonal skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent

**PERFORMANCE RESPONSIBILITIES:**

- Embrace and promote the school system's mission, vision, beliefs, and goals
- Understand and assist in upholding, implementing, and enforcing administrative regulations, district procedures and Board policy
- Participate in the efficient and effective operation of the school system, including meetings, assigned duties, and committee responsibilities
- Abide by the standards established for conduct referenced in the *Alabama Educator Code of Ethics* which defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct
- Accept no other employment which interferes with the efficient and effective discharge of assigned duties and responsibilities
- Maintain regular and punctual attendance and follow procedures for recording daily attendance
- Work collaboratively with the Superintendent and other district leaders to provide programs and services that promote student achievement and effective instruction for academically- and/or behaviorally-at risk students assigned to SALC
- Collaborate with building level administrators and teachers to ensure students enrolled in SALC are provided instruction, complete assignments, and are assessed based on appropriate Alabama Course of Study Standards
- Foster and manage a safe, positive, and respectful learning environment for the purpose of promoting effective student behavior and academic success
- Ensure SALC students are supervised at all times
- Maintain and submit information/records as scheduled or requested including student progress reports for all SALC students
- Communicate students' behavior and academic progress to parents/guardians of students assigned to SALC
- Use technology as a tool to enrich instruction for students of all learning levels
- Exhibit physical strength, mobility, dexterity, stamina, and acuity necessary to perform job responsibilities
- Supervise instructional aide(s) assigned to assist SALC students
- Supervise Saraland Middle School students during the school day and at after-school activities as requested by the principal
- Supervise the summer school program in Saraland City Schools
- Perform other duties as assigned by the Superintendent

**TERMS OF EMPLOYMENT:** Twelve (12) month contract

**EVALUATION:** Performance evaluated in accordance with Board policy

**SALARY:** Board approved salary schedule

All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at [www.alsde.edu/teachinAlabama](http://www.alsde.edu/teachinAlabama), complete the State of Alabama electronic application, and attach it to the specific job number.

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education. Certified positions will also require submission of a copy of valid teaching certificate (Alabama or out-of-state) if applicable, as well as unofficial transcripts indicating all coursework and degree conferral date(s) from regionally accredited colleges/universities.

**Advertisement: 03/8/19**

**Deadline to apply: until filled**

**The Saraland School System is an Equal Opportunity Employer.**

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.