



# The School District of Osceola County, Florida

## POSITION DESCRIPTION

**TITLE:** Alternative Education Specialist (Instructional)

**QUALIFICATIONS:**

1. Certifiable in accordance with State Board of Education Rules and Florida Statutes relating to marketing and/or advertising.
2. Preferably have been gainfully employed for not less than 24 months in the field(s) of public relations, marketing, or advertising.
3. Have demonstrated community as well as business involvement with professional organizations.
4. Have documented successful teaching experience in career education or job skills related areas.
5. Have suitable references to verify excellent organizational skills.

**REPORTS TO:** Coordinator for Alternative Programs

**POSITION GOAL:** To introduce, plan, and implement career opportunities for at-risk students by developing extensive involvement of parents and community business leaders in the district's Dropout Prevention Programs.

### PERFORMANCE RESPONSIBILITIES:

1. Be a facilitator of activities between DOP personnel and OASIS COMPACT Specialist to expand and plan course sequences to prevent the Hospitality Industry and Community Service Programs.
2. Be a facilitator to the OASIS COMPACT Specialist in expanding the DOP Mentor Program.
3. Promote employability skills training and job awareness by presenting regular classroom career enhancement programs and providing teacher training.
4. Assist in the planning and implementation of internships, intensive career observations and on-the-job training opportunities for all DOP programs.
5. Work to develop a Hospitality Industry Academy under the national framework for all students.
6. Incorporate vocational speakers, activities, and trips at all levels of DOP programs to demonstrate and assist the teacher in developing a hands-on classroom methodology.
7. Promote community and business awareness and involvement in the developing DOP programs by establishing program improvement committees.
8. Research and assist in writing grants to benefit the district's DOP programs.
9. Oversee the accurate entry of DOP data into the CAST system and supervise the district's individual program enrollment requirements.
10. Assist classroom teachers to coordinate, promote and develop student motivational and involvement activities; i.e.: clubs, junior advisory boards, junior mentor programs, etc.
11. Promote Articulation of the district's DOP programs within the community.
12. Assist with monthly DOP teacher contact-visitations.
13. Supervise OJT student sin special DOP programs such as COPE, Transition Center, and Challenger.
14. Assist in reviewing and evaluating district DOP programs.



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15. Work with the Coordinator for Alternative Programs to prepare the district's yearly comprehensive DOP Plan.
16. Assist the Coordinator for Alternative Programs to administer school board rules.
17. To actively participate in DOP staff development in-service activities.
18. To coordinate the administration of various surveys and district DOP student evaluations.
19. To perform other duties as assigned by the Coordinator for Alternative Programs.

**TERM OF EMPLOYMENT:** Ten (10) months – Teacher Salary Schedule

**EVALUATION:** Performance in this position will be evaluated semi-annually by the Coordinator for Alternative Programs.