



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Manager of Alternative Support
Payroll/Personnel Type:	11 Month
Job #:	8570
Reports to:	Deputy Superintendent Student Support Services
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Elementary Alternative Learning Program Manager is responsible for managing the Elementary Alternative Learning Program in order to promote the educational development of each student assigned to the program.

Essential Functions:

- Provides a school environment where students may use individual learning styles to be successful
- Administer discipline in a fair and firm manner
- Communicates attendance policies to students and parents
- Works with student to provide support when they return to their home school
- Coordinates efforts in the schools to work with disruptive students
- Assists the counselors and social worker with at-risk students
- Makes parent aware of information about the programs, policies and resources that are available to students in the program
- Provide individual and small group counseling to students in the program
- Works with students and parents to prevent students from dropping out of school
- Makes reports and recommendations to home schools, student support team network superintendent and deputy superintendent
- Performs other duties as assigned by the Deputy Superintendent of Student Support Services

Knowledge, Skills, and Abilities:

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
- Adaptability to accepting responsibility for the direction, control, or planning of an activity
- Adaptability to dealing with students
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria

Experience:

- Minimum of five years job related experience

Education:

- Bachelor's Degree (required)
- Master's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body



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