



# Employment Announcement

**Job Title:** Director of Alternative School Programs  
**Reports To:** Superintendent of Schools  
**Schedule:** 7:30 a.m. to 3:30 p.m.,  
Monday-Friday during school year  
**Pay Range:** \$43,554.63 annually depending on qualifications  
**How to Apply:** Apply on-line at <http://usd290.org>

## Position Summary:

Under the supervision of Superintendent or designee, the Director of Alternative School Programs provides leadership, supervision, and direction to all the Alternative Education Programs. The Director provides leadership for the instructional program, as well as coordinating the implementation, review, and revision of the curriculum at the building level. This position manages the operation and all functions of the school. Supervises school staff regarding instruction, curriculum, student programs and issues, and building operations. Schedules and attends meetings, as appropriate.

**KPERS participation is mandatory for this position.**

## Additional Information:

- This is an 11-month contract.
- Master's Degree and valid Administrative Services credential are required.
- Valid, current Driver's license required.
- Manages staff and program improvement processes, as well as teacher Professional Development Plans. Evaluates all staff assigned to the building.
- Develops building objectives and procedures to facilitate the delivery of programs, student discipline, scheduling and recordkeeping.
- Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six (6) months of being awarded the position.

***USD290 conducts background screenings and TB tests on all potential candidates.***

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-8010, Ext. 1020 at least two (2) days prior to the scheduled test or interview.

Duties listed on the job announcement are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the agreement and is subject to changes as the District's needs and requirements of change. A full job description is available upon request.

***USD290 is an At-Will employer.  
USD290 is an Equal employment Opportunity Employer.***