

## **Development Director Job Description**

(Approved By ACLC Governing Board 4/7/2005)

The Alameda Community Learning Center **Development Director** serves:

- **Learners and their families, by providing strategic oversight and acting as liaison between the ACLC, the AUSD and the larger community.**
- **Facilitators and staff, by creating opportunities for growth as educators, professionals and school leaders**
- **The ACLC model and philosophy, by seeking and guiding opportunities to strengthen, build and share our educational program.**

### **ACLC Vision**

- Works with parents, learners, facilitators, Alameda community members, AUSD staff, and consultants to develop an ACLC Strategic Plan, multiyear educational plan, and multiyear financial plan
- Implements ACLC Strategic Plan with Lead Facilitator
- Aligns ACLC with AUSD Vision and AUSD Graduate Profile
- Implements ACLC Charter Vision

### **AUSD Community**

- Attends District K-Adult Principal's Meetings
- Attends 6-12 Principal's meeting in Lead Facilitator's absence
- Participates in AUSD Strategic Planning
- Liaison for most AUSD issues. Oversees completion of all mandated compliance reports (SARC, Annual Report to School Board, AUSD yearly compliance report, CCR Report, Charter Renewal and AUSD MOU Revisions, AEA MOU's and union issues, NCLB compliance, and facilities issues)

### **EHS Community**

- Meets monthly with EHS Principal in Lead Facilitator's absence
- Liaison to Community Resource Officer

### **ACLC Learner Community**

- Heads Financial Committee
- Works with Program Evaluation Committee
- Facilitates appropriate academic seminars
- Assists Lead Facilitator with Curriculum/Standards, and Personnel Committees

### **ACLC Parent Community**

- Attends Parent Asset Committee meetings
- Supports parent participation

### **Greater Alameda Community**

- Oversees community use of school
- Looks for opportunities for community involvement in school
- Liaison to other AUSD charter schools
- Liaison to other AUSD schools
- Secures community use permits

### **ACLC Day to Day Operations**

- Implements Charter, Governing Board Decisions, AUSD Memorandum of Understanding
- Approves purchasing
- Approves reimbursements
- Approves attendance reports to state
- Completes Charter School business with state
- Monitors budget
- Writes school-wide articles for newsletter
- Assists Lead Facilitator in master schedule preparation
- Creates and executes learner recruitment plan
- Oversees use of facility outside of school day
- Requests facilities maintenance

### **ACLC Staff**

- Attends weekly staff meetings
- Meets weekly with Lead Facilitator, Office Manager and Counselor to solve school-wide administration problems
- Supervises classified staff
- Supervises custodial staff
- Supervises contractors

### **ACLC Governance**

- Serves on ACLC Governing Board as non-voting member
- Implements Governing Board Decisions

### **Creative Community Education Foundation (CCEF) 501(c)3**

- Serves on the CCEF Board of Directors
- Advises foundation on finding appropriate grants to support program
- Seeks and secures appropriate grants to support program
- Advises foundation on all fundraising efforts
- Has responsibility for implementation of grants