

# **ACLC Lead Facilitator Job Description**

## **ACLC Vision**

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

## **AUSD Community**

- Attends District 6-12 Principal's Meetings

## **Accreditation and Curriculum Compliance**

- Oversees completion of all curriculum and accreditation reports (Safe Schools Report, WASC, Single School Plan, Literacy Plan, Intervention programs, etc.)
- Aligns ACLC curriculum with state standards as appropriate

## **EHS Community**

- Meets monthly meeting with EHS Principal
- Liaison to Community Resource Officer
- Liaison for EHS issues.

## **ACLC Learner Community**

- Heads Personnel Committee
- Works with Curriculum/Standards Committee
- Serves on Financial Committee
- Facilitates appropriate academic seminars

## **ACLC Parent Community**

- Attends Parent Asset Committee meetings
- Supports parent participation
- Works with Director on school-wide parent issues

## **ACLC Day to Day Operations**

- Implements Charter and Governing Board Decisions
- Monitors budget with Director
- Monitors listserv communications
- Writes school-wide articles for newsletter
- Approves / disapproves Judicial suspension requests
- Calendars events
- Facilitates master schedule preparation
- Monitors school safety
- Manages staffing and hours of facility

## **ACLC Staff**

- Prepares agendas for weekly staff meetings
- Meets weekly with Director, Office Manager and Counselor to solve school-wide administration problems
- Participates in personnel interviews
- Supervises certificated staff
- Supervises paraprofessional staff
- Coordinates professional development for staff
- Provides clinical observation for facilitators as necessary

## **ACLC Governance**

- Conducts ACLC Governing Board Meetings
- Prepares agenda items for ACLC Governing Board Meetings
- Implements Governing Board Decisions