

DIVISION OF
SCHOOL & DISTRICT
EFFECTIVENESS
ADVANCING LEADERSHIP | TRANSFORMING SCHOOLS

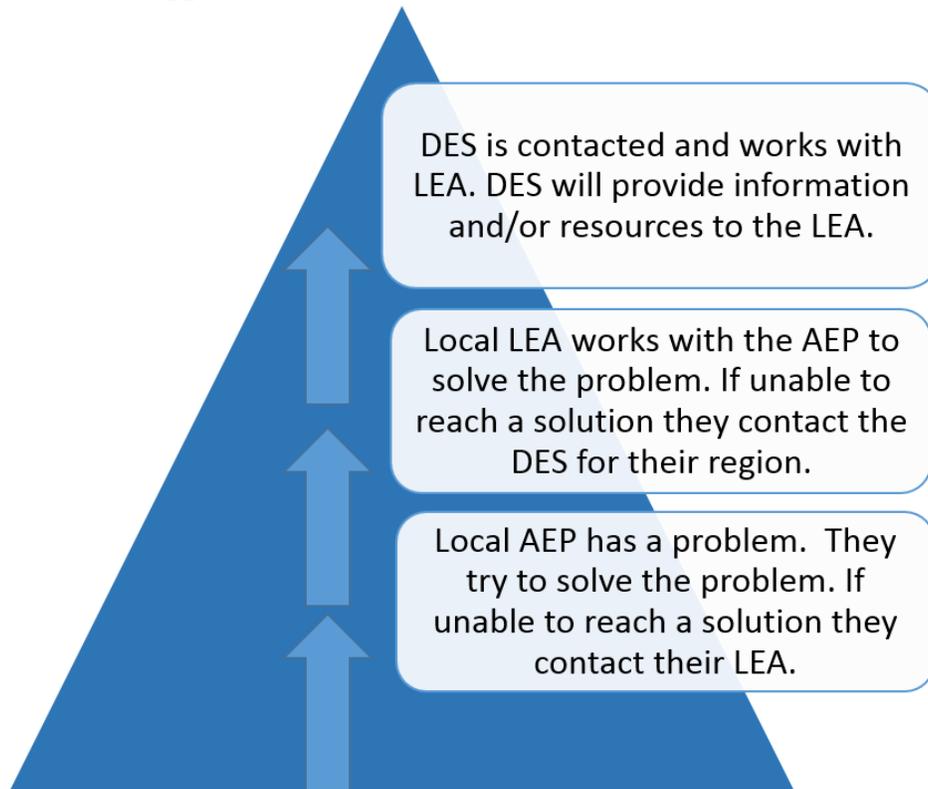
Alternative/Non-traditional Education Program (AEP) Roles and Responsibilities

- **SB Rule 160-4-8-.12 Requirements, [State Board of Education Rule 160-4-8-.12 Alternative/Non-traditional Education Programs](#)**
 - Definitions
 - General Requirements
 - Reporting Requirements
 - School Improvement Plan (SIP) Requirements

- **Georgia Department of Education (GaDOE) Staff that Support the Alternative Education Programs and Schools**
 - **The Division of School and District Effectiveness is divided into three Areas and six Regions**
 1. North Area
 1. Northwest Region
 2. Northeast Region
 2. Metro Area
 3. Metro West Region
 4. Metro East Region
 3. South Area
 5. Southwest Region
 6. Southeast Region
 - **Each Area has the following staff:**
 - Area Program Manager (APM)
 - Area Program Assessment Specialist (APAS)
 - **Each Region has the following staff:**
 - District Effectiveness Specialist (DES)
 - Lead School Effectiveness Specialist (Lead SES)
 - School Effectiveness Specialists (SES)
 - **State-Level support staff:**
 - Operations Support Specialist

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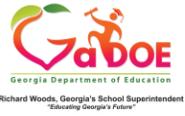
- **Process for GaDOE Support**



- **Overall Role of the GaDOE District Effectiveness Specialist (DES)**
 - Assume responsibility for the increased performance of districts in the assigned region of the state that have identified schools
 - Coordinate the supports and resources for districts that have identified schools (within the GaDOE agency and within the region)
 - Provide technical assistance and support to districts with identified schools in the implementation of the Georgia District Performance Standards
 - Assist with developing the capabilities and increasing the capacities of the region team to provide effective, continuous improvement supports
- **Role of the GaDOE District Effectiveness Specialist (DES) Related to the Alternative Education Program**
 - Ensure LEAs are aware of AEP requirements
 - Respond to questions and concerns from LEAs
 - Connect District AEP Representative to resources

Alternative/Non-traditional Education Program (AEP) Roles and Responsibilities

- Ensure the SIP is on LEA website
- Contact Atlanta Operational Support Specialist, as needed
- **Role of the GaDOE Operational Support Specialist**
 - Maintain the Alternative/Non-traditional Programs and Schools List
 - Work with GaDOE DES to help identify and coordinate supports for AEP programs and schools
 - Review the School Improvement Plans as required (on LEA websites)
 - Maintain Georgia Alternative Education Program Standards
 - Maintain GaDOE Alternative Education Program webpage
- **Role of the District Alternative Education Program Representative**
 - Hold the AEP accountable for complying with the Georgia School Performance Standards and the Georgia Alternative Education Program Standards
 - Assist the AEP when requested
 - Contact the Region's DES, if needed
 - Ensure due process is followed
 - Connect, if needed, with other LEA(s) to economize AEP programming
 - Adhere to requirements when contracting with an educational management company
 - Ensure curriculum of AEP is aligned to Georgia diploma requirements
 - Ensure testing is conducted appropriately
 - Ensure State and Federal requirements are followed
 - Hire quality staff for the AEP
 - Ensure that the AEP is resourced appropriately
 - Assist with the AEP's development of its SIP
 - Post SIP on LEA website
 - Evaluate the effectiveness of the AEP
 - Assign a District AEP Representative
- **Role of the Alternative/Non-traditional Education Program**
 - Follow the Georgia School Performance Standards (GSPS) and the Georgia Alternative Education Program Standards (GAEPS)
 - Secure support, if needed, from the District AEP Representative
 - Ensure the curriculum is tied to Georgia's requirements for diploma
 - Conduct the appropriate testing
 - Follow State and Federal special education laws, rules, and requirements
 - Develop and implement an effective school improvement plan (SIP), including:
 - Provide a list of any modifications to AEP rules
 - Indicate how input was gathered for the SIP
 - Indicate when the SIP was presented to the local BOE



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Alternative/Non-traditional Education Program Troubleshooting

1. The AEP attempts to solve the concern; if unable...
2. The AEP leadership contacts the District AEP Representative to address the request; if unable...
3. The District AEP Representative contacts the District Effectiveness Specialist (DES) for the Region and requests assistance
4. The DES reviews the AEP's School Improvement Plan (if the request was for an individual school) or DES reviews the district's strategic plan (if the request was for a district)
5. The DES discusses the request with the District AEP Representative (be in person, by phone, or Go-to-Meeting)
6. The DES researches request and either contacts DOE department/person or notifies district of DOE department/person that can assist