

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ASSISTANT DIRECTOR, ALTERNATIVE EDUCATION PROGRAM

DEFINITION

Under administrative direction, to direct, manage, supervise and coordinate the programs and activities of the Alternative Education Department within the Student Services Division; to coordinate assigned activities with other County Office of Education departments, outside agencies and the general public; and to provide highly responsible and complex administrative support to the Alternative Education Director.

SUPERVISION EXERCISES

Exercise direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist with the management responsibility for all services and activities of the Alternative Education Department.

Participate in the development and implementation of goals, objectives, policies and priorities for Alternative Education programs; recommend, within divisional policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of programs and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Alternative Education Director; implement improvements.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Alternative Education Department; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Under the direction of the Alternative Education Director, participate in the development and administration of the Alternative Education program annual budget; the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and direct and implement adjustments as necessary.

Serve as a liaison for the Director, Alternative Education, with other County Office of Education departments and outside agencies including SARB, district offices, group homes, probation, Mental Health, Youth Services, HSA, HRA, Cabrillo College, sheriff, Parks Department, police and other comprehensive and alternative schools; negotiate and resolve significant and controversial issues.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Provide responsible staff assistance to the Alternative Education Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Alternative Education programs, policies and procedures as appropriate.

Assist in the preparation of a variety of program materials including the Alternative Education Program goals and mission, Course of Study, Handbook, Procedural Manual, Site Guide, Report Card, accreditation requirements and brochures.

Participate in student orientation and intake, parent orientation and educational activities.

Assist the director in conducting suspension mediation hearings; recommending cases to SARB or back to district offices for expulsion proceedings.

Participate in certificated negotiations and grievance proceedings.

Ensure safety and security for both students and staff on multiple campuses.

Coordinate a full range of specialized services and activities including extracurricular activities, competency testing and transcript evaluation for graduation, student assessment profiles and contracts, probation referrals for legal compliance with Alternative Education regulations and juvenile justice Commission Reports and Recommendations.

At the direction of the director, participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of an alternative education school program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of Alternative Education Program development and administration.

Advanced principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation.

Knowledge of (Continued):

Pertinent federal, state and local laws, codes and regulations including Education, Penal and Welfare and Institution Code laws.

Operations of the Probation Department and the Criminal Justice System.

Educational options for at-risk youth.

Programs, services and curriculum appropriate for educating at-risk students. Principles of child and human development. Principles and practices of curriculum development and instructional teaching strategies for dealing with at-risk and emotionally disturbed adolescents.

Current trends, research and development in the areas of student learning, student needs and institutional responses.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Manage, direct and coordinate the work of professional and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Alternative Education Department.

Recommend and implement goals, objectives and practices for providing effective and efficient Alternative Education services.

Prepare and administer large and complex budgets. Research, evaluate and write education grants. Prepare clear and concise administrative and financial reports. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Ensure County Office's and school districts' compliance with laws and regulations.

Effectively direct the provisions of alternative education programs in support of the County Office's departments, schools and programs.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Skill and Ability to (Continued):

Interact effectively and sensitively with students and parents from diverse backgrounds. Deal constructively with conflict. Gain cooperation through discussion and persuasions. Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

A Bachelor's Degree from an accredited college or university with major coursework in education or a related field. A Master's Degree is required. Specialized training in bilingual, cultural and gang suppression awareness is desirable.

Experience:

Four years of related secondary teaching experience preferably with educational program coordination or administration experience.

License or Certificate:

Possession of appropriate, valid California credentials and Administrative Services Credentials.

Possession of, or ability to obtain, an appropriate valid driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: April, 1997.