

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL - ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the direction of the Director III-Alternative Education, plans, organizes and provides instructional and administrative leadership to the staff and students in one or more assigned alternative schools, camps or juvenile hall facilities; directs implementation of instructional programs; prepares and administers multiple school budgets, contracts for personnel services and other agreements; serves as liaison with districts, the County Office, community agencies, parents and the public; selects, supervises and evaluates certificated and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and provides instructional and administrative leadership to the staff and students in one or more assigned alternative schools, camps or juvenile hall facilities; implements, sustains and assures compliance with County Office, California Department of Education, safety, ELL and other mandated requirements.

Trains and evaluates the performance of assigned certificated and classified staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; designs and participates in staff development and training; conducts site visitations and responds to needs as appropriate.

Implements, monitors, evaluates and provides leadership for the development of Alternative Education curriculum and instructional programs; develops and provides staff development activities for program improvement.

Develops methods of dealing with inappropriate or unsafe student behaviors, and disciplinary actions; supervises student and determines awards, rewards, consequences and disciplinary actions as appropriate; communicates with families to determine appropriate actions or respond to questions.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Serves as liaison and networks with community agencies, school districts and other County Office departments; responds directly or facilitates staff responses to parental inquiries, concerns and complaints; coordinates and collaborates with various outside agencies including probation, mental health, police and other professionals; organizes parent outreach activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities; creates master schedules; organizes standardized testing schedules.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Plans, prepares and monitors the site budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages assigned grants.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; serves on assigned committees.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of alternative schools education programs.

Budget preparation and control.

Program building, operations, funding and maintenance.

Curriculum development and implementation.

Program evaluation strategies.

Teaching theories and practices.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and provide instructional and administrative leadership to the staff and students at assigned alternative education sites.

Direct implementation of instructional programs.

Maintain management information.

Prepare and administer assigned site budget and manage assigned grants.

Serve as liaison with districts, the County Office, community agencies, parents and the public.

Select, supervise and evaluate certificated and classified personnel

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and four (4) years teaching or related alternative education program experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credentials
Valid California Multiple Subject, Single Subject or equivalent credential
Valid California driver's license

WORKING CONDITIONS:

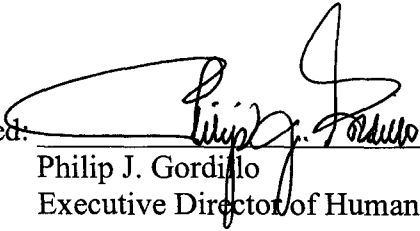
ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials

Approved: _____


Philip J. Gordillo
Executive Director of Human Resources

7/01/2011
Date