

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ADMINISTRATOR - STATE & FEDERAL PROGRAMS/ALTERNATIVE EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Director/Principal-Alternative Education provides technical support for categorical programs in areas related to development, monitoring, and evaluation; facilitates parent and community engagement; assists in the implementation of instructional programs; monitors categorical requirements, timelines, and budgets and informs the Director/Principal to ensure compliance and fidelity of program.

#### **REPRESENTATIVE DUTIES**

##### **ESSENTIAL DUTIES:**

Provides technical and parent engagement support; provides staff training in areas related to development, monitoring, and evaluation of school sites.

Assists in the development and implementation of the Core academic program.

Assists in the implementation, monitoring, and evaluation of Alternative Education curriculum and instructional programs; develops and provides staff development activities for program improvement.

Provides consultation on state and federal programs, assists with the implementation and evaluation including compliance, monitoring, short-term and long-term planning.

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

Prepares and maintains a variety of narrative and statistical reports, records and files related to student data, categorical programs, attendance, and budget.

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

Assures compliance with federal and State regulations and codes related to categorical programs; responds to and resolves compliance-related issues.

Provides training and support in the collection and analysis of data reports and school plans; disseminates annual categorical evaluations.

Develops, revises and prepares local instruments for categorical needs assessment, evaluation, student profiles, and student selection.

Works with the Santa Clara County Office of Education (SCCOE) business, accounting, and personnel offices to coordinate program budgets and operations; assists director with budget planning as needed.

Plans, organizes, and facilitates meetings for English Language Advisory Committee, District English Language Advisory Committee, and School Site Council.

Attends and conducts a variety of meetings as assigned; participates in and provides support to a variety of advisory and other committees; serves as a member of assigned teams.

Prepares and maintains a variety of records and reports related to assigned activities; prepares records from various meetings and maintains California Department of Education categorical documentation.

Assists in the preparation of Single Plan for Student Achievement, School Safety Plan, School Accountability Report Card, and Western Association of Schools and Colleges accreditation.

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

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

#### OTHER DUTIES:

Performs related duties as assigned.

#### KNOWLEDGE AND ABILITIES

##### KNOWLEDGE OF:

State and federal programs in an Alternative Education and Special Education setting;  
 Parent education expertise to support student learning and parent engagement facilitation skills;  
 SCCOE policies and practices, and school administrative practices;  
 Awareness of students' diverse academic, socioeconomic, cultural, and ethnic backgrounds;  
 Recordkeeping techniques;  
 Oral and written communication skills;  
 Applicable laws, codes, regulations, policies and procedures;  
 Interpersonal skills using tact, patience and courtesy;  
 Operation of a computer and assigned software.

##### ABILITY TO:

Provide support and training in areas related to development, monitoring, and evaluation of school sites;  
 Assist with curriculum development and developing, assessing and modifying systems for school management and improvement;  
 Direct implementation of categorical and state programs;  
 Maintain current knowledge of program rules, regulations, requirements and restrictions;  
 Review student work and staff suggestions;  
 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;  
Prepare and maintain a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: master’s degree in education or related field, four (4) years of teaching or related alternative education program experience, and three (3) years site administrative experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential;  
Valid California Teaching 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: Anisha Munshi, Ed.D. 8/23/19  
Assistant Superintendent-Personnel Services Date

Revised 8/23/19: Director III-AED revised to Director/Principal.