

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the direction of the Director III-Alternative Education, assists in the management and oversight of the Alternative Education Department; implements and evaluates educational programs for diverse student populations as assigned; assures aspects of the program are in compliance with applicable local, State and federal regulations; researches, develops, coordinates, implements, and assesses professional development and assessment in accordance with state mandates and district/school/curriculum needs for curriculum reform and school improvement; provides leadership and direction to district/school/consortium in long-term staff development planning; supervises and evaluates assigned classified and certificated personnel and performs all other related duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in the management and oversight of the Alternative Education Department; implements and evaluates educational programs for diverse student populations

Receives requests for professional development, assesses the specific needs, researches materials and latest studies relevant to appropriate topics; jointly develops long and short-range training plans with districts/schools/consortia; designs and develops training modules and materials; coordinates data collection processes with schools;

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; assures appropriate application of bargaining unit agreements among Alternative Education Department Principals; trains and evaluates the performance of assigned staff; supervises teachers on special assignment.

Conducts and evaluates training for school personnel; facilitates school teams in planning; provides information and technical assistance to schools; provides follow-up services;

Assists with Special Education categorical implementation as necessary; provides supplementary services to alternative and special education programs; researches, develops and oversees grants; serves as County Office of Education representative/participant on national, state, regional, local committees and task forces.

Assists in the formulation and development of policies, procedures and programs; implements organization structure for assigned programs and functions.

Acts as test coordinator for the Department; coordinates all aspects of testing (including state and local benchmark tests); orders test protocols; develops assessment calendar; acts as a liaison to the CDE.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; develops and monitors and disseminates reports to appropriate entities and agencies; and oversees all aspects of state and federal accountability including governance, budget and reporting.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges 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:

Alternative education service programs, operations, activities, resources, educational practices and standards;

Curriculum interpretation and application in alternative education programs;

Applicable laws, codes, regulations, policies and procedures;

Program compliance issues and regulations;

Local and state guidelines and requirements concerning special education and alternative education programs;

Practices and procedures used in the development of instructional and training programs;

Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy;

Principles and practices of administration, supervision and training;

Applicable laws, codes, regulations, policies and procedures;

Record-keeping and report preparation techniques;

ABILITY TO:

Coordinate the planning of Professional Learning Communities;

Provide standards-aligned demonstration lessons during site visits;

Coordinate with the Assessment and Accountability Department to develop and support department-wide assessment;

Coordinate courses of study and pacing guides, WASC, corrective actions, and quarterly reports;
Coordinate categorical and supplementary services;
Coordinate programs which effectively serve at-risk youth;
Supervise and evaluate the performance of assigned staff;
Communicate effectively, both orally and in writing;
Interpret, apply and explain laws, rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer, the assigned software 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 records and reports related to assigned activities;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree with major coursework in education, guidance, research, or related field and three years responsible experience in school administration or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Valid California teaching Credential or Pupil Personnel Services Credential
Valid Administrative Services Credential

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

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

Approved:


Philip J. Gordillo

_____ Date

Executive Director – Human Resources Branch