

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ASSISTANT PRINCIPAL - ALTERNATIVE EDUCATION DEPARTMENT

#### BASIC FUNCTION:

Under general direction of the Director/Principal- Alternative Education, assists with the administration and coordination of Court and Community Schools; assists the Director/Principal in the overall administration of the schools and assumes leadership of the school in the absence of the Director/Principal; supervises assigned staff; provides leadership to assigned curricular areas; relates to students with mutual respect while carrying out a positive and effective discipline policy; supervises the reporting and monitoring of student attendance, with follow-up student/parent contact where necessary; serves on educational committees with students, parents and/or staff, in order to continually improve learning experiences for students and enhance home/school communications.

Understands the Master Schedule and implements procedures which facilitate the achievement of program goals; develops plans for emergency situations, in cooperation with staff and public safety agencies; takes administrative responsibility for the student activity program that may include before and after school hours; communicates effectively with the business and residential community and participates in civic activities.

Maintains a commitment to ongoing growth in self and others, supporting and participating in SCCOE and site professional growth programs; demonstrates positive attitude toward job and remains a flexible and innovative team builder; has knowledge of local policies, state and federal laws relating to minors; has knowledge of Trauma Informed Care, Social Emotional Learning, and Universal Design for Learning relating to minors; provides parent education opportunities; is an active participant in student IEP and collaborates with the Program Specialist, School Psychologist, and Special Education Teachers to ensure Special Education compliance.

#### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

Provides support to instructional programs and assists that staff and students in one or more assigned alternative schools, camps or juvenile hall facilities; assists with the implementation of programs and assures compliance with County Office, California Department of Education, safety, ELL and other mandated requirements.

Assists and oversees the daily operation, management and administration of the Alternative Education Department's school sites; facilitates, implements and evaluates educational programs for diverse student populations.

Assists the development of 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.

Assists and evaluates the performance of assigned staff. Assists and encourages various levels of staff to participate in the design, implementation and assessment of program goals, procedures, enhancements and areas of growth.

Promotes and communicates programs and services to school districts, County, State and federal agencies as directed by the Director/Principal.

Assists with the implementation of local, State and federal regulations and guidelines; assists with development, organization, and facilitation of long and short-term goals and programs.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned. Supervises and evaluates assigned classified and certificated personnel. Attends and conducts a variety of meetings as assigned for the Alternative Education Department; serves on a variety of related committees.

**OTHER DUTIES:**

Performs related duties as assigned by Director/Principal.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Creative and adaptive program planning, design, implementation, maintenance and evaluation;  
Provisions of at- risk youth education, juvenile justice system and delinquency prevention programs;  
Program compliance issues and regulations;  
Organizational policies, procedures and operations;  
Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures;  
Budget preparation and control;  
Oral and written communication skills;  
Principles and practices of administration, supervision and training;  
Interpersonal skills using tact, patience and courtesy;  
Operation of a computer and assigned software;  
Record- keeping and report preparation techniques;  
Technical aspects of field of specialty;  
Public relations and speaking techniques

**ABILITY TO:**

Plan, organize, control and direct operations and activities  
Supervise and evaluate the performance of assigned personnel;  
Create and coordinate programs which effectively serve at- risk youth;  
Foster the use of technology to enhance curriculum, communication and accountability;  
Assess acute and chronic concerns involving enrolled students, their families, staff and associated agencies, and recommend alternatives and resources toward resolution;  
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 comprehensive narrative and statistical reports;
- 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 in education, program administration or related field and five (5) years increasingly responsible experience in school administration or related field and five (5) years of experience in classroom teaching and three (3) years of experience alternative education or related field.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Administrative Credential
- Valid Teaching Credential or Pupil Personnel Services 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. 3/11/19  
 Assistant Superintendent-Personnel Services Date

Authorized: Mary Ann Dewan 3/12/19  
 Mary Ann Dewan, Ph.D. Date  
 County Superintendent of Schools