

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT PRINCIPAL-OPPORTUNITY YOUTH ACADEMY

BASIC FUNCTION:

Under general direction of the Director/Principal-Opportunity Youth Academy, assists with the administration and coordination of Opportunity Youth Academy sites; assists the director/principal in the overall administration of the sites and assumes leadership of the school in the absence of the principal; supervises assigned staff; provides leadership to assigned curricular areas; carries out a positive and effective discipline policy; supervises the reporting and monitoring of student attendance and follow-up with 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; develops plans for emergency situations, in cooperation with staff and public safety agencies; supports and participates in Santa Clara County Office of Education (Office) and site professional growth programs; has knowledge of local policies, state and federal laws relating to minors; has knowledge of Trauma Informed Care and Social Emotional Learning relating to youth and youth adults; provides parent education opportunities; participates in student IEPs and collaborates with the Program Specialist, School Psychologist, and Special Education Teachers to ensure Special Education compliance; performs such other duties and assumes such other responsibilities as the Director/Principal may request.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides support to instructional programs; assists with the implementation of programs and assures compliance with Office, California Department of Education, ELL and other mandated requirements.

Monitors and assesses hazardous and unsafe situations and developing measures to assure personnel safety; ensures OYA Comprehensive Safety Plan and site safety plans are prepared and implemented appropriately; exercise safety drills at all OYA sites.

Organizes parent and community outreach activates/programs.

Responds directly or facilitates staff responses to parental inquiries, concerns and complaints.

Monitors students' academic progress; monitors and approves student and staff attendance.

Plans, monitors and evaluates staff development programs, as well as professional growth and improvement plans to address identified areas of need.

Assists and oversees the daily operation, management and administration of the Opportunity Youth Academy sites; facilitates, implements and evaluates educational programs for diverse student populations.

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

Evaluates the performance of OYA certificated and classified personnel; encourages various levels of staff to participate in the design, implementation and assessment of program goals, procedures, enhancements and areas of growth.

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 Opportunity Youth Academy; serves on a variety of related committees.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Creative and adaptive program planning, design, implementation, maintenance and evaluation;
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 Opportunity 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 three (3) years increasingly responsible experience in school administration or related field and three (3) years of experience in classroom teaching and (3) years of experience alternative education or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Credential or Supervision Credential;
Valid California 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 5/1/19.
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services