

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR- OPPORTUNITY YOUTH ACADEMY

BASIC FUNCTION:

Under the direction of an assigned supervisor, plans, organizes and provides instructional and administrative leadership to the staff and students in all Opportunity Youth Academy (OYA) sites; directs and oversees the daily operation, management and administration of the Opportunity Youth Academy; plans, implements and evaluates educational programs for diverse student populations; provides strategic planning to support school-wide program improvement and assists teachers in identifying effective differentiated instructional strategies as part of program improvement supplemental teacher coaching; facilitates the provision of a safe school environment and assures the various aspects of the program are in compliance with applicable local, State and federal regulations; assists the Assistant Superintendent with the promotion and coordination of service delivery among social services agencies, school districts and Santa Clara County Office of Education (SCCOE) programs to Opportunity Youth students and families; cultivates innovation, integration and effective implementation of meaningful standards aligned curricula for Opportunity Youth served; supervises and evaluates assigned classified and certificated personnel; performs related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops and implements the instructional and administrative leadership to OYA staff and students; implements, sustains, and assures compliance with the SCCOE, California Department of Education, English Language Learner, and other mandated requirements.

Directs and oversees the overall management and administration of the OYA; plans, implements and evaluates educational programs for diverse student populations.

Develops and prepares the annual preliminary OYA budget, including Title I and Title III; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors revenue projections.

Interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; monitors departmental position control; assures appropriate application of bargaining unit agreements among OYA faculty, staff, and administration.

Develops and encourages various levels of staff to participate in the design, implementation and assessment of program goals, procedures, enhancements, and areas of growth; provides leadership and coordination in the operational aspects of the Department; promotes and communicates programs and services to educational partners, County, State and Federal agencies, community agencies, the public and local school districts.

Assures the program's implementation of local, State, and federal regulations and guidelines; interprets and applies educational and penal codes, court decisions, policies, and procedures; provides leadership in the development, monitoring, implementation and evaluation of educational and disciplinary programs and policies.

Provides technical expertise, information, and assistance to the Assistant Superintendent regarding regional Opportunity Youth activities; assists in the formulation and development of policies, procedures, and programs; recommends proper organization structure for assigned programs and functions.

Director – Opportunity Youth Academy continued**Page 2**

Manages school administrative functions such as facilities and budgets to ensure compliance with SCCOE policies and procedures; plans, prepares and monitors the program budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages assigned grants; ensures appropriate adopted and approved instructional materials are provided to meet the needs of all students.

Plans, organizes, and implements long and short-term programs designed to improve Opportunity Youth programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; develops, monitors, and disseminates reports to appropriate entities and agencies; 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.

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

Represents the SCCOE within community forums for the purpose of establishing community support and partnerships.

Supervises and evaluates assigned staff.

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, ABILITIES AND COMPETENCIES:**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 of the Opportunity Youth Academy;

Coordinate program activities and information with various departments, districts, outside agencies, and the public for smooth and effective program operations.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams;
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
- Demonstrates emotional intelligence;
- Models inclusive, effective, and authentic communication;
- Applies knowledge of the intersectionality of race, equity, and inclusion;
- Builds and sustains positive, trusting relationships;
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a 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 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

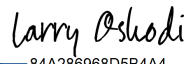
WORKING CONDITIONS:

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.

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Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

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Authorized: Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools