

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR/PRINCIPAL-OPPORTUNITY YOUTH ACADEMY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Student Services and Support Division, 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 assist 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 (Office) 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 Office, California Department of Education, safety, ELL 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; 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.

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.

Serves as liaison and networks with community agencies, school districts and other Office departments; coordinates and collaborates with various outside agencies including probation, mental health, police and other professionals.

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.

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.

Supervises and evaluates assigned administrators.

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 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;

- 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 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

Approved: Anisha Munshi, Ed.D. 4/3/19
 Assistant Superintendent-Personnel Services Date

Authorized: Mary Ann Dewan 4/3/17
 Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools