

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: PRINCIPAL – OPPORTUNITY YOUTH ACADEMY**

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Educational Services Division, the Principal-Opportunity Youth Academy (OYA) is responsible for planning, organizing, leading, and directing the educational operations, activities, and services of the OYA. Responsible for a wide range of management and administrative responsibilities necessary to provide instructional leadership, maintain budgetary oversight, comply with local, state and federal regulations, supervise assigned staff, establish appropriate relationships with the community and other agencies, and ensure an effective program of student education. This position is designated as a certificated management position and is part of the Leadership Team.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plans, directs, assigns, and supervises educational services conducted at the OYA for the purpose of ensuring effective and efficient operations of one or more assigned sites; implements sustains and assures compliance with the Santa Clara County Office of Education (SCCOE), California Department of Education, safety, ELL and other mandated requirements;

Oversees classrooms and program staff located at various sites in Santa Clara County;

Provides leadership and training such that program staff effectively meets the needs of young adults aged 16-24 who were previously separated from school; designs and provides professional development opportunities to maintain a highly qualified workforce;

Serves as an instructional leader for students, staff, and the educational program for the purpose of ensuring student success; leads and monitors the implementation of blended learning, project-based learning and other evidence on based practices;

Formulates and develops policies, procedures and programs in collaboration with the Assistant Superintendent - Educational Services Division;

Communicates with students, teachers, law enforcement, probation department, social services, parents, special education administrators, and other school officials for the purpose of discussing a variety of educational, behavioral or other school-related issues, problems or concerns;

Develops methods of dealing with inappropriate or unsafe student behaviors, and disciplinary actions; supervises student and determines awards, rewards, consequences and disciplinary actions as appropriate;

Selects, trains, supervises and evaluates teachers, classified, and other personnel as assigned to ensure effective and efficient operations; recommends transfers, reassignments, terminations and disciplinary actions; designs and participates in staff development and training; conducts site visitations and responds to needs as appropriate;

Develops long-and short-range plans, and facilitates communication between the SCCOE, community resources and related agencies to promote student success;

Manages a wide variety of programs for the purpose of ensuring compliance with state, federal, and/or county regulations;

Participates in meetings, and leads workshops and Professional Learning Community (PLC) sessions for the purpose of conveying, planning and/or gathering information required to increase staff and student performance;

Facilitates communication between personnel, students, and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts;

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

Oversees, reviews, and participates in the development and design of curriculum; establishes and administers curriculum priorities in accordance with state standards;

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;

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Creates master schedules; organizes standardized testing schedules;

Represents the county office within community forums for the purpose of establishing community support and partnerships;

Coordinates and adheres to testing policies and procedures to assure compliance with local, state and federal requirements;

Attends Individualized Education Plan (IEP) meetings and ensures appropriate services are available and offered;

Establishes open communication with parents/caregivers for the purpose of creating opportunities for parent involvement;

Ensures that students develop a plan for transition to college and career;

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

Attends and conducts a variety of meetings as assigned; serves on assigned committees

**OTHER DUTIES:**

Performs other duties as assigned

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles, theories, practices, methods, and techniques used in alternative education classroom instruction;  
Applicable federal, state, and local laws, codes, ordinances and regulation as they pertain to public school instruction;  
Evaluation and assessment techniques used in determining proper teaching and instructional methods;  
School physical plant design, upkeep, and long-term maintenance;  
Probation and lock down facility procedures and protocols;  
Management and supervision principles and practices;  
Financial administration principles and practice including budgeting and purchasing;  
Records retention including systems and maintenance;  
Standardized testing processes and procedures;  
Report writing;  
Presentation techniques and processes;  
Microsoft Office Suite.

**ABILITY TO:**

Assume primary and direct responsibility for the operation and administration of one or several school sites;  
Provide effective evaluation, administration and educational leadership to assigned teachers, clerical, and facilities staff;  
Respond to difficult questions, inquiries, and complaints from parents, students, teachers, school officials, and other governmental agencies;  
Communicate effectively orally and in writing;  
Establish and maintain an effective working relationship with staff, school district and county personnel, and other agency personnel;  
Effectively supervise and evaluate staff;  
Work with data of different types and utilize a variety of job-related equipment and computer software;  
Perform basic math;  
Read technical information;  
Compose and deliver presentations;  
Facilitate group discussions;  
Understand complex multiple-step instructions;  
Compose a variety of documents;  
Facilitate group discussions;  
Meet the travel requirements of the job including driving to various assignments and travel by commercial carrier both inside and outside of the state;  
Perform multiple non-technical tasks and occasionally upgrade skills in order to meet changing job conditions;  
Supervise, organize, and implement programs related to the assignment;  
Effectively analyze complex procedures/issues and understand and interpret laws and regulations;  
Develop and administer multiple budgets and a wide variety of income sources;  
Perform bilingual skills (Spanish) desirable in some locations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree from an accredited college/university in Educational Administration or closely related field, Doctorate degree from an accredited institution in a related field desirable; three (3) years of successful public school teaching or student support services experience, preferably in Alternative Education or related programs, and two (2) years of recent secondary administrative experience in a public school setting with experience preferably in Alternative Education.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Multiple or Single Subject Teaching Credential or Educational Services Credential  
Valid California Administrative Services Credential  
Valid California Driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment with minimal temperature variations and in a clean atmosphere;  
Hazards include potential exposure to communicable diseases, contact with blood and other body fluids and potential exposure to physical injury from aggressive student behavior;  
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 conduct inspection of data and school sites;  
Some lifting, carrying, pushing, and/or pulling is required;  
Some climbing, balancing, stooping, kneeling, and crouching;  
Generally, the job requires 60% sitting, 25% walking, and 15% standing.

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*Larry Oshodi*  
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Approved:

Larry Oshodi  
Assistant Superintendent-Personnel Services

Date

Revised 10/1/18: Changed references to Chief Schools Officer and Director III-AED to Assistant Superintendent-Student Services and Support Division.

Revised 7/1/21: Reporting structure revised.