

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**DIRECTOR, ALTERNATIVE EDUCATION PROGRAMS**

**DEFINITION**

Under administrative direction, to direct, manage, supervise and coordinate the programs and activities of the Alternative Education Program within the Student Services Division; to coordinate assigned activities with other County Office of Education departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant Superintendent, Student Services & Personnel.

**SUPERVISION EXERCISED**

Exercise direct supervision over professional, technical and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for all services and activities of the Alternative Education Programs.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Alternative Educational Programs; recommend, within Divisional policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of programs and procedures; assess and monitor work load, administrative and support systems, internal reporting and relationships; identify opportunities for improvement and review with the Assistant Superintendent, Student Services & Personnel; implement improvements.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies, implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Alternative Education Programs; meet with staff to identify and resolve problems, assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Alternative Education Programs' annual budget; direct the forecast of additional funds needed for staffing equipment, materials, and supplies; direct the monitoring of and approve expenditures; directly implement adjustments as necessary.

Serve as a liaison for the Alternative Education Programs with other County Office of Education departments and outside agencies including SARB'S, district offices, group homes, probation, Mental Health, Youth Services, HSA, HRA, Cabrillo College, sheriff, Parks Department, police and other comprehensive and alternative schools; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Assistant Superintendent, Student Services & Personnel; prepare and present staff reports and other necessary correspondence.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Alternative Education Programs, policies, and procedures as appropriate.

Prepare a variety of program material including the Alternative Education Program goals; mission statement, Course of Study Handbook, Procedural Manual, Site Guides, Report Card, and brochures.

Participate in student orientation and intake, parent orientation, and education activities.

Conduct suspension mediation hearings; recommend cases to SARB or back to district offices for expulsion proceedings.

Participate in certificated negotiations and grievance proceedings.

Ensure safety and security for both students and staff on multiple campuses.

Coordinate a full range of specialized services and activities including extracurricular activities.

Competency testing and transcript evaluation for graduation, student assessment profiles and contracts, probation referrals for legal compliance with community schools regulations, and Juvenile Justice Commission Reports and Recommendations.

Participate on a variety of boards and commissions, attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of an alternative education program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of alternative education program development and administration.

Advanced principles and practices of bud-et preparation and administration.

Principles of supervision, training and performance evaluation.

**Knowledge of (Continued):**

Pertinent federal, state, and local laws, codes and regulations including Educational Penal and Welfare and Institution Code laws.

Operations of the Probation Department and the Criminal Justice System.

Educational options for at-risk youth; Programs, services, and curriculum appropriate for educating at-risk students.

Principles of child and human development.

Principles and practices of curriculum development and instructional teaching strategies for dealing with at-risk and emotionally disturbed adolescents.

Current trends, research, and development in the areas of student learning, student needs, and institutional responses.

Appropriate behavioral management strategies and interventions.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Manage, direct and coordinate the work of professional, and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Alternative Education Programs.

Recommend and implement goals, objectives, and practices for providing effective and efficient court and community schools services.

Prepare and administer large and complex budgets.

Research, evaluate, and write education grants.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify possible solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Ensure County Office's and school districts' compliance with laws and regulations.

**Skill and Ability to (Continued):**

Effectively direct the provisions of Alternative Education Program in support of the County Office's departments, schools, and programs.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs

Interact effectively and sensitively with students and parents from diverse backgrounds. Deal constructively with conflict.

Gain cooperation through discussion and persuasion. Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of increasingly responsible teaching and educational administration experience, preferably at both the elementary and secondary levels.

**License or Certificate:**

Possession of appropriate California Credentials.

Possession of, or ability to obtain, an appropriate, valid driver's license

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date:** June, 1994.