
ADMINISTRATOR, ALTERNATIVE EDUCATION

Definition:

Plan, organize and direct the services and activities of the Alternative Education Program of the Sonoma County Office of Education to ensure that services are provided as required by laws, regulations, ordinances and policies; provide educational and administrative leadership to the support staff responsible for providing student services; plan, supervise and evaluate the work performed by certificated and classified staff; assist in the development and administration of the program budget(s); direct and coordinate the development and implementation of inservice training programs; serve and maintain liaison between the County Office and the local school districts it serves, other schools, community groups, the public and other agencies; provide interpretation and guidance of compliance to laws and regulations; manage and coordinate facilities use and perform related duties as assigned.

Distinguishing Characteristics:

- Working under general direction, incumbent assists in development and implementation of goals and objectives within the department and the unit.
- Budgetary responsibilities include developing and administering budget(s), monitoring and approving expenditures within approved budget(s).
- Supervisory responsibility includes a wide range of certificated and classified staff from day-to-day supervision to overseeing others in conducting and signing formal evaluations to initiating and writing contracts for work performance by staff and non-public agents.
- Plans program objectives, makes many decisions, and infrequently refers specific cases to supervisor.
- Contact with others include local school district superintendents, administrators, boards and other agencies as an official representative of the County Office; contacts require influencing of others to obtain desired results.

Supervision Received and Exercised:

Administrative direction is provided by the Director, Alternative Education.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not be limited to, the following:

- Responsibilities include direct and indirect supervision for certificated and classified staff.
- Provide administrative and educational leadership in directing, developing, improving and maintaining services for the following programs: DIS, Health, and MediCal.
- Respond to questions and inquiries of both a basic and technical nature regarding pupil and administrative services and their application to the district, school or community.
- Direct and assist staff through conferences, meetings, bulletins, inservice workshops, classroom demonstrations and classroom visitations.
- Confer and assist in resolving a variety of education-related issues and problems with students, staff, teachers, case workers, parents and other school officials.
- Assist in planning, developing and implementing a program evaluation system.
- Plan, develop and implement staff development and inservice training programs.
- Monitor program activities; prepare and present a variety of reports, records and statistical data regarding activities, attendance, physical maintenance, instructional needs and services; monitor compliance of pupil services with federal and state guidelines.
- Develop, maintain, monitor and administer program budget(s), contracts and agreements; direct the forecasting of funding needs for staffing, instructional supplies and equipment; monitor and approve expenditures.
- Maintain up-to-date knowledge of County Office contracts, collective bargaining agreements, policies and procedures.
- Represent the program at a variety of meetings, conferences, hearings, presentations and workshops; serve as subject matter liaison for the County Office for the array of services and activities assigned to the program.

- Establish and maintain clear communication and cooperative working relationships with clients, staff, other agencies, school districts, regional and state administrators through announcements, newsletters, publications, letters, telephone communications and attendance at meetings, workshops, conferences, presentations and site visitations.
- Oversees County wide financial program involving public agencies, all County Superintendents and District Chief Business Officials.
- Participate in the acquisition of grants and other sources of funding for Sonoma County Office of Education programs and projects; coordinate and participate in writing proposals and agreements; ensure that grants and agreements are properly administered.
- Develop personal goals and objectives which support and are consistent with the goals of the Superintendent and the County Office.
- Maintain professional competencies in areas of responsibility; maintain contact with and participate in professional job-related organizations; serve as a liaison to professional groups.
- Select, train, supervise and evaluate staff.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Methods and approaches to planning specialized instructional programs and services according to identified needs and requirements;
- Funding sources for special education programs and the variety of related regulations, controls and reporting procedures;
- Oversees program development and operation with minimal supervision;
- Federal, state and local laws, codes, ordinances, regulations and other requirements which are applicable to the education field in general and to special education specifically;
- Principles and practices of modern management including personnel administration, organizational development, budgeting, collective bargaining, purchasing and information processing;
- Budget development and administration.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials and resources;
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
- Motivate, challenge and guide others in the improvement of educational programs and County Office services;
- Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively;
- Conceptualize new ideas and approaches, integrate them into a coherent program; initiate cost effective programs and services;
- Develop and administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes;
- Plan, organize and conduct training, inservice and staff development activities; coordinate curriculum and instruction projects, conferences, events and activities;
- Assume primary responsibility for the maintenance and operation of site(s); providing a safe and healthful environment for students, staff and clients;
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set high standards and assist others in meeting those standards;

- Select, train, supervise and evaluate staff relative to program objectives; observe and document performance; design data-based improvement process;
- Maintain and improve professional skills and knowledge; be receptive to change;
- Assist in the development and implementation of program policies, procedures and priorities;
- Respond to difficult questions, inquiries and complaints from parents, students, teachers and officials from other school districts and outside governmental agencies;
- Interpret applicable laws, codes, policies and regulations.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Masters Degree from an accredited college or university with an emphasis in education or closely related field.

Experience:

- Five (5) or more years of comprehensive and directly related progressive experience beyond experience required to obtain an appropriate credential including administrative and supervisory responsibility.

Credentials:

A valid California Teaching Credential and Administrative Services Credential.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illnesses, injuries, infections, and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.