ASSISTANT PRINCIPAL, ALTERNATIVE EDUCATION

Definition:
Assist an Administrator to plan, organize, coordinate and provide instructional leadership in the curriculum and all aspects of the school program within the Alternative Education Department of the County Office; assume responsibility for the administration of classes or schools in the absence of the administrator; assist in the administration and monitoring of the unit budget and perform related duties as assigned.

Distinguishing Characteristics:

- Incumbent is responsible for assisting in duties for multiple court and community school sites, involving a substantial geographic area and having a varying number of students and staff.
- Incumbents in this class may be assigned a wide scope of administrative and/or program responsibilities related to the assignment.
- Assists in developing and monitoring the unit budget(s).
- Supervisory responsibility includes direct and indirect supervision of certificated and classified staff.
- Assumes responsibility for unit administration in the absence of the administrator.
- Contacts with others include peers and supervisors, County Office staff, district personnel and the public.

Supervision Received and Exercised:
General direction is provided by the Director, Alternative Education. Responsibilities include direct and indirect supervision of certificated and classified staff.

Examples of Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:

- Assist the administrator to plan, direct and administer the total school program within one or more school sites.
- Serve as site administrator for assigned site(s).
- Assist in the referral process and facilitate educational placement and planning.
- Participate in County Office task forces as appropriate; may serve as a liaison with other departments.
- Conduct parent, district and agency site visitations.
- Chair Student Attendance Review Board meetings.
- Provide support to district staff in reintegrating students into school programs.
- Develop, implement and maintain an effective system for school records and office support services.
- Assist in the development of the unit budget; assist in administering and monitoring the unit budget; maintain records to ensure budget compliance; anticipate and make suggestions related to future financial needs, prepare and submit required financial reports.
- Establish and maintain communication and cooperative working relationships with clients, staff, other agencies, regional and state administrators through announcements, letters, telephone communications, attendance at meetings and site visits.
- Participate in the acquisition of grants and other sources of funding for County Office 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 County 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.
- Prepare and present a variety of reports, records and statistical data regarding activities, attendance, physical maintenance and instructional needs of services.
- Participate in the development and implementation of unit goals and objectives.
- Maintain up-to-date knowledge of County Office contracts, collective bargaining agreements, policies and procedures.
- Assist in selecting, training, directing and evaluating staff.
- Perform related duties as assigned.

Employment Standards:
Knowledge of:

- Principles, practices, methods and techniques used in curriculum development and classroom instruction.
- Methods and approaches to planning specialized instructional programs and services according to identified needs and requirements.
- Principles and practices of modern management including personnel administration, organizational development and information processing as they apply to the County Office.
- Budget development and administration.
- Federal, state and local laws, codes, ordinances, regulations and other requirements which are applicable to court and community school program and the education field in general.
- Evaluation and assessment techniques used in determining proper teaching and instructional methods.
- Current research and evaluation data in the area of specialty and its application to the services provided by the County Office.
- Adult learning theory and effective staff development strategies and practices.
- Inter-agency relationships and effective methods of program coordination.
- Program planning and evaluation designs and models.

Ability to:

- Respond promptly to requests of clients, both inside and outside the County Office; provide needed direction, assistance, training, materials and resources.
- Express ideas and concepts 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 and direct responsibility for the maintenance and operation of site(s); provide a safe and healthful environment.
- Oversee a wide range of educational programs and relate effectively to the personnel associated with those programs; set high expectations and assist others in meeting those expectations.
- Select, train, supervise and evaluate staff performance relative to program objectives; observe and document performance; design data-based improvement process,
- Maintain and improve professional skills and knowledge,
- Be flexible and receptive to change,
- Interpret and administer applicable laws, codes, ordinances and regulations.

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

Education:

- Equivalent to a Masters Degree from an accredited college or university with major coursework in education, alternative 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.
- Experience in staff development and program administration.

Credentials:

- A valid California Teaching Credential and California 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.