
DIRECTOR, ALTERNATIVE EDUCATION

Definition:

Plan, direct, and supervise the activities of the School & Community Services Department, providing educational and administrative leadership for the Alternative Education Unit, including: Community schools, Court schools, the Home school program, Independent Study program, educational assistance for homeless children and youth, intervention programs, and charter schools, Cal-SAFE (teen parent) program, Safe Schools' Unit, providing leadership to countywide initiatives related to high-risk youth issues, including truancy intervention, child welfare and attendance, safe school planning, gang violence prevention, pregnancy prevention, counseling, and substance abuse prevention. Serve as liaison between the County Superintendent of Schools Office and school districts, schools, the Sonoma County Probation, Social Services Departments, other agencies, community groups, and the general public; perform related duties as assigned.

Distinguishing Characteristics:

- Develops and implements the goals and objectives of the School & Community Services Department.
- Develops, administers, and monitors budgets approving expenditures within approved budgets.
- Supervises day-to-day activities of certificated and classified staff, overseeing others within the department who provide supervision and conduct evaluations, conducting and/or approving staff evaluations, and initiating and writing contracts for work performed by consultants and non-public agents.
- Plans and implements department activities, making many and varied decisions.
- Serves as an official representative of the County Superintendent of Schools Office, establishing and maintaining contact with district superintendents, administrators, boards, Sonoma County Office of Education staff, public and private agencies, parents, and the general public; contacts frequently requires the leadership of others to obtain desired results.

Supervision Received and Exercised:

General direction is provided by the Director of Educational Support Services. Responsibilities include direct and indirect supervision of all certificated and classified staff within the School & Community Services Department.

Examples of Duties and Responsibilities:

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

- Plan, direct, and supervise the functions and activities of the School & Community Services Department, including setting goals, objectives, and priorities.
- Develop departmental and personal goals and objectives which support and are consistent with the goals of the Sonoma County Superintendent of Schools and the Sonoma County Board of Trustees.
- Develop and implement operational guidelines and programs in accordance with policy adopted by the Sonoma County Board of Education and applicable laws.
- Interpret and monitor laws, rules, and regulations affecting programs and services.
- Hire, train, direct, support, and evaluate certificated and classified staff.
- Develop and administer the annual department budgets.
- Review and evaluate all department procedures, products, and services.
- Establish and maintain clear communication and collaborative working relationships with clients within and outside of the Sonoma County Office of Education, staff, other agencies, regional, and state administrators.
- Provide administrative leadership in developing, improving, and maintaining Court and Community Schools in collaboration with probation, social services, and school district administration.
- Direct the development of programs and services to meet the educational needs of students in Alternative Education programs, providing equitable distribution of resources and services to served students throughout all districts, coordinating activities and service delivery among a large number of program sites.

- Provide educational leadership for the Sonoma County Probation Department model correctional industries: program located at the Sonoma County Youth Camp, programs for homeless students, homeschool programs, and all other County Office alternative education initiatives.
- Meet and confer with county agencies and interagency groups on juvenile matters related to programs administered by the School and Community Services Department, maintaining liaison with a variety of youth-serving public and private agencies, and advisory committees.
- Advise and collaborate with the School Attendance Review Board (SARB); develop, recommend, and implement ways to improve attendance; maintain records, and develop reports as necessary.
- Acquire grants and other sources of funding for County Office programs and projects, ensuring that grants and agreements are appropriately administered.
- Oversee school site facility acquisition, maintenance, and use.
- Prepare and present a variety of reports, records, and statistical data regarding department activities; school attendance and instructional services as required by law, regulation, or policy.
- Maintain professional competencies in areas of responsibility; maintain contact with and participate in professional job-related organizations; serve as liaison to professional groups.
- Perform related duties as assigned.

Employment Standards

Knowledge of:

- Principles, theories, practices, methods, and techniques used in curriculum development and classroom instruction.
- Instructional programs, materials, and resources in the area of prevention; child welfare attendance and school safety; Education Code, and current and pending legislation.
- Principles and practices of modern management including personnel administration, organizational development, budget development and administration, collective bargaining, staff development, purchasing, information processing, telecommunication, facility use.
- Funding sources for alternative education and the variety of related regulations, controls, and reporting procedures.
- Laws, codes, regulations, ordinances, and other requirements which are applicable to the education field in general and to alternative education specifically.

Ability to:

- Plan, develop, implement, and administer the educational programs of the School & Community Services Department.
- Implement state and local standards and assist others in meeting those standards.
- Select, train, direct, evaluate, staff and design improvement procedures.
- Respond promptly and effectively to requests of internal and external clients; provide needed direction, assistance, training, materials, and resources.
- Communicate effectively with a wide variety of internal and external clients in both oral and written form, utilizing announcements, letters, newsletters, publications, telecommunication, telephone communication, attendance at meetings, and site visits.
- Establish and maintain collaborative and professional working relationships with individuals, groups, Sonoma County Office of Education, public, and private agency personnel.
- Analyze data and situations, render judgment, make decisions, and solve problems efficiently and effectively.
- Maintain flexibility and receptivity to change, conceptualize new ideas and approaches, and integrate them into a coherent program.
- Develop and administer budgets related to areas of responsibility; anticipate revenue and expenditure needs and changes; initiate cost-effective programs and services.
- Assume primary responsibility for the maintenance, operation, and administration of sites; provide a safe and healthful environment.
- Maintain and improve professional skills and knowledge.
- Interpret and administer applicable laws, codes, ordinances, 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 required and a Doctorate Degree preferred from an accredited college or university with an emphasis in education or a closely related field.

Experience:

- Five (5) or more years of progressive administrative experience; site and district/or county office experience with secondary principal and assistant superintendent/or superintendent level experience preferred. Familiarity with high-risk youth issues is preferable.

Credentials:

- Appropriate 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.