

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL ADMINISTRATOR ALTERNATIVE EDUCATION

CLASSIFICATION: Certificated Management
SALARY LEVEL: 78
WORK YEAR: 227

DEFINITION:

Under the direction of the Senior Director of Alternative Education, the Educational Administrator is responsible for providing coordination, supervision, and technical assistance to Alternative Education Programs and working collaboratively with department staff to facilitate the planning, delivery and evaluation of effective services; ensuring the highest quality of internal operations, including program evaluation, budget development, and supervising departmental personnel.

SUPERVISOR:

Senior Director of Alternative Education

POSITION(S) SUPERVISED:

Management, certificated and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Plans, coordinates, manages, and participates in instructional and support programs for high-risk students
- Provides leadership, professional development and support in the implementation of Alternative Education Programs
- Reviews procedures and documentation related to the entry and exit of students between school districts and the Alternative Education Programs
- Provides support and training to school sites to ensure the individual needs of students are being met
- Ensures that students with disabilities enrolled in the Alternative Education Programs receive a Free and Public Education (FAPE) as required by the Education Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA)
- Coordinates and facilitates required the process to review, monitor, and ensure compliance with students' Individualized Education Plan
- Coordinates procedures for assessment and testing of students
- Attends management staff meetings and other meetings as requested by the Department

- Interprets, implements, and ensures compliance with all relevant Board Policies, Administrative Regulations, and State and Federal law
- Plans, coordinates, and conducts staff development activities
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Gathers data and conducts annual and ongoing program evaluation activities
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies and Administrative regulations

OTHER DUTIES:

Performs other job-related duties as required.

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master’s degree from an accredited college or university with major course work in education, public administration or a related field
- Three (3) years of public school teaching experience

Knowledge of:

- Pertinent state and federal laws and regulations related to services to students with disabilities, including Individuals with Disabilities Education Act and rights for a Free and Public Education
- Current and upcoming testing procedures and requirements
- Appropriate research based instructional strategies to meet the needs of English language Learners
- Data analysis for program evaluation and data driven decision making

Skills and Abilities:

- Demonstrate principled leadership
- Effectively involve people in decision making
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Use appropriate technology for information processing
- Organize time to accommodate program activities and district requests

- Conduct/present effective professional development programs
- Organize, implement and evaluate staff development programs
- Supervise and evaluate the performance of assigned personnel
- Interact and maintain cooperative relationship with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing

Desirable Qualification:

- Doctoral degree in relevant field
- Bilingual/Biliterate in Spanish
- California Special Education teaching credential

Licenses and Certification:

- California Administrative Services Credential
- California Driver's License with evidence of insurability