

MONTEREY COUNTY OFFICE OF EDUCATION

PRINCIPAL ALTERNATIVE EDUCATION

CLASSIFICATION: Certificated Management
SALARY LEVEL: 78
WORK YEAR: 220

DEFINITION:

Under the direction of the Senior Director of Alternative Education, the Principal is responsible for serving as the chief administrator of the schools to which he/she is assigned; planning, organizing, controlling and directing educational operations, activities and services at assigned schools including curriculum, and instructional programs, processes and procedures, supervising the provision of legally defensible and compliant alternative education services for students; providing supervision, leadership, direction and support to itinerant, certificated and classified staff; coordinate and direct alternative education programs, discipline functions, welfare and guidance services, testing and evaluation, fiscal functions, communications, personnel, articulation and information to enhance student learning, assure legal compliance and achievement; supervise and evaluate the performance of assigned staff.

SUPERVISOR:

Senior Director, Alternative Education

POSITION(S) SUPERVISED:

Management, certificated and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a 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 duties of the position.

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, organize, control and direct educational operations, activities and services at assigned schools including curriculum, instructional programs, processes and procedures
- Supervise and evaluate the performance of itinerant, certificated, classified and other assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate daily attendance and staffing adjustments; subordinate work assignments and review work to assure compliance with established requirements; direct the development and implementation of professional development activities for faculty and administrators
- Maintain management information, student and staff attendance systems; prepare, submit and monitor reports and other data regarding school activities, needs and services; assist with the preparation, implementation and training for site disaster preparedness plans and drills

- Oversee initial intakes, staff and leadership meetings, admission planning/preparation and student placement in alternative education programs; review referrals and determine eligibility of applicants in accordance with applicable laws, rules, policies and procedures
- Provide staff training as needed; respond to staff and parent concerns; review paperwork for reimbursement and payments to employees
- Oversee maintenance of school buildings; monitor need for repairs and remodeling; collaborate with custodial staff regarding maintenance concerns
- Assure proper and timely resolution of student, administrative, parent, staff, faculty and public issues, conflicts and complaints; monitor, analyze and adjust activities in response to student needs and progress
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities; oversee and monitor school site budgets and expenditures for special education programs; maintain confidentiality of sensitive and privileged information
- Attend professional meetings and conferences; drive a vehicle to conduct work as assigned
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Operate a computer and assigned software programs; operate other office equipment as assigned
- Organize and participate in after school recreational programs for students and families
- Ensure a safe environment for students and staff
- Assist in the development and coordination of special committee
- Arrange presentations for service organizations, schools or agencies
- Ensure that the Comprehensive School Safety procedures are understood and implemented by all staff
- Develop and implements the School Safety plan, Single Plan for Student Achievement, and updates the School Accountability Report Card (SARC)
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent 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 and 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 40 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university with major course work in

educational leadership, curriculum and instruction or a related field

- Minimum five (5) years experience in administrative leadership of alternative education programs
- Minimum three (3) years secondary school teaching
- Proven record as an accomplished and effective educational leader

Knowledge of:

- At-risk students and effective programs and strategies to meet their needs
- Crisis intervention techniques, curriculum development, and high quality professional development
- California Common Core State Standards, Next Generation English Language Development Standards, curriculum framework, high school graduation and A-G university requirement
- Special Education Law, reporting procedures, and instructional practices.
- State guidelines and regulations for Alternative Education

Skills and Abilities:

- Provide the leadership, administration, and management required for offering successful educational services to at- risk youth
- Represent the Monterey County Office of Education
- Lead and manage multiple sites
- Develop and monitor budgets
- Provide effective leadership and establish collaborative working relationships with faculty, staff, students, parents, agency representatives, and community
- Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and be insurable
- Interact with and maintain cooperative relationships with all levels of staff and public
- Communicate effectively in the English language both orally and in writing
- Adapt/modify program and flexibility to meeting the needs of students, staff, and community
- Demonstrate strong organization, planning, and coordinating skills

Desirable Requirements

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish
- Complete Physical Assault Response Training in six (6) months of employment

LICENSES AND CERTIFICATIONS:

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