

# MONTEREY COUNTY OFFICE OF EDUCATION

## SENIOR DIRECTOR ALTERNATIVE EDUCATION

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 84  
**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Assistant Superintendent of Student Services, the Senior Director of the Alternative Education Department is responsible for planning, organizing, controlling and directing the funding and services of the of the Alternative Education Department, supporting the Parent Advisory Council; coordinating direct student services; facilitating professional development and technical assistance; supervising and evaluating the performance of assigned personnel; ensuring compliance with federal, state, and local program regulations, policies, and laws.

### **SUPERVISOR:**

Assistant Superintendent of Student Services

### **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 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:

- In a highly interactive and collaborative manner, provide direction and leadership for all aspects of Alternative Education Department and represents the Monterey County Office of Education regarding alternative education, student attendance, and secondary school student support services
- Site Administrator for the Community Schools (including expelled students), Juvenile Hall School and Youth Center (incarcerated youth)
- Develop, implement and control the department's annual budget and ensures budgetary resource are aligned to program and student needs
- Hire, train, supervise, and evaluate the performance of assigned department administrators, teachers, and classified staff; recommends promotions, transfers, reassignments, terminations and disciplinary actions
- Apply personnel policies in a fair and appropriate manner
- Implement projects such as facility planning and program linkage with other youth serving agencies
- Serve as MCOE liaison with the juvenile court, probation department, school districts, and youth service agencies and interested parties, including Institutions of Higher Education
- Serve as the County Superintendent's representative to the Juvenile Justice Commission Advisory

## Committee

- Ensure all aspects of administered programs are in compliance with all relevant Federal and State laws and regulations and Monterey County Office of Education Board Policies and Administrative Regulations
- Prepare necessary state reports
- Lead staff in program planning and assessing effectiveness of program implementation and outcomes
- Plan, implement and evaluate staff development for court/community staff and districts
- Coordinate Truancy Mediation Program
- 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 tasks as requested

## **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 at normal conversational distance or on the telephone; physical mobility sufficient to move about the work environment (office and location) and drive an automobile; physical strength to lift a minimum of 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:**

- Master's degree from an accredited college or university with major course work in education, public administration or a related field
- Five (5) years of combined experience in secondary school teaching and administrative or leadership experience
- Two (2) years of experience in leadership of alternative education programs

### **Knowledge of:**

- Federal, state, and local laws and regulations pertaining to Alternative Education Programs
- Fiscal planning and funding sources for Alternative Education Programs
- Counseling and student guidance for Alternative Education Program students
- Special Education Codes and Laws
- Contemporary management and organizational behavior theory and practices including principled leadership
- Principles and practices of program development and administration, supervision, training, and performance evaluation

### **Skills and Abilities:**

- Manage and direct an Alternative Education Department
- Develop and administer department goals, objectives, and procedures
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments
- Identify and respond to sensitive community and organizational issues, concerns, and needs
- Plan, organize, direct, and coordinate the work of department staff
- Delegate authority and responsibility
- Sensitivity to working with people from diverse backgrounds
- Select, supervise, train, and evaluate staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Understand, interpret, and apply provisions of applicable laws, ordinances, regulations, and memoranda of understanding
- Use initiative, discretion, and good judgment in resolving human resources issues
- Respond to stressful and sensitive situations in a professional and confidential manner
- Interpret and apply applicable federal, state, and local policies, laws, and regulations
- Establish and maintain effective working relationships with those contacted in the course of work
- Create and maintain a positive, professional, working team
- Communicate clearly and concisely, both orally and in writing

### **Licenses and Certifications:**

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

### **Desirable Qualifications:**

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish

Approved 03.01.16  
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