



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Assistant Principal, Alternative Education

**Class Code: 1001
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations of assigned Alternative Education (ACCESS) school sites; provide assistance to higher level management staff; and coordinate activities with other schools, outside agencies, and the general public.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; and recommend and implement policies and procedures.
 2. Assist the principal in providing instructional leadership in implementing education curriculum aligned with state content standards, performance-based assessments, use of instructional technology, and articulation efforts.
 3. Establish schedules and methods for providing educational services at ACCESS school sites.
 4. Prepare various reports on operations and activities.
 5. Participate in the preparation and administration of the school budget, submit budget recommendations, and monitor expenditures.
 6. Assist in the active recruitment of prospective students; participate in the enrolling of students.
 7. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 8. Consult with probation officers and parents regarding students; gather required documentation, including court documents, applications, and transcripts.
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9. Participate in the assignment of students to appropriate classes; participate in the development of master class schedules.
 10. Assist in coordinating support activities necessary to ensure the efficient operation of the ACCESS school program, including facilities maintenance, clerical assistance, instructional assistance, and transportation coordination.
 11. Participate in the development and design of educational curriculum; assist in establishing and administering curriculum priorities.
 12. Assist in the integration of students into regular school programs as appropriate.
 13. Assist teachers in maintaining order and appropriate discipline as required.
 14. Coordinate and participate in a program of student counseling and discipline; coordinate student behavior management programs; confer with students, parents, health and guidance staff, and teachers concerning student needs and problems.
 15. Assist in planning, developing, and maintaining a community relations program; explain the ACCESS school program and curriculum to parents through school open houses, personal conferences, and bulletins.
 16. Participate in the development and implementation of in-service training for staff development.
 17. Assist in the efficient and effective operation of the school facilities; ensure the safety and security of facilities, students, and personnel.
 18. Prepare and present various reports, records, and statistical data on school activities, attendance, facilities maintenance, and instructional requirements and services.
 19. Attend and participate in professional group meetings; stay abreast of trends and innovations in education and administration.
 20. Respond to difficult questions, inquiries, and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies, including the County Probation Department.
 21. May participate in the teaching of classes as required.
 22. Demonstrate attendance sufficient to complete the duties of the position as required.
 23. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operations, services, and activities of an educational program geared toward ACCESS students.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Principles, theories, practices, methods, and techniques used in classroom instruction, especially as they relate to students in an ACCESS school setting.
5. Methods and approaches to planning instructional programs and services, according to identified

needs and requirements of assigned ACCESS school site.

6. Records and information required for apportionment, health and welfare codes, and graduation requirements.
7. Principles of budget preparation and control.
8. Principles of supervision, training, and performance evaluation.
9. California Education Code, Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
10. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate classified and certificated professional, clerical, and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Establish and maintain effective working relationships with various constituencies.
5. Respond to difficult questions, inquiries, and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in education, including training in behavioral management and three (3) years of responsible teaching or educational experience involving at-risk students or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative Credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.