



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

Director, Alternative Education

Class Code: 1221

Work Days: 225

GENERAL PURPOSE

Manage, supervise, plan, and direct the activities and operations of Curriculum and Instruction for the Alternative Education program; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being 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. Manage and participate in the development and implementation of goals, objectives, policies, strategic plan, and priorities for assigned programs, including providing administrative direction and oversight of programs offering educational support to delinquent and/or at-risk youth and adult jail inmates; recommend within Division policy, appropriate service and staffing levels; establish and administer policies and procedures.
 2. 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.
 3. Plan, direct, coordinate, and review the work plan for appropriate staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
 4. Develop and monitor assigned programs budgets; recommend adjustments as necessary.
 5. Coordinate the Alternative Education Division activities with those of other divisions and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
 6. Develop, facilitate, coordinate, and/or lead a variety of professional development activities.
 7. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of curriculum and instruction, education, and administration.
 8. Assist in the interpretation of laws and regulations pertinent to Juvenile Court School and Alternative Education programs; assure compliance with applicable federal, state, and local rules, regulations, guidelines, and policies.
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9. Analyze and interpret data and provide recommendations for division or program planning.
 10. Demonstrate attendance sufficient to complete the duties of the position as required.
 11. Perform related duties similar to the above in scope and impact as required.

Additional essential functions specific to:

Curriculum and Instructional Support and Services

1. Assume management responsibility for all services and activities of the Assessment, Curriculum, Instruction unit of the Alternative Education Division.
2. Develop and implement various curriculum and instruction programs appropriate to identified student population; monitor program effectiveness; recommend program expansion; and recommend adjustments or changes.
3. Direct and support school improvement for school accountability, including but not limited to the accreditation process.
4. Direct staff development opportunities for areas related to teaching, learning, and accountability.
5. Align the Alternative Education Division's curriculum with federal, state, and local standards and ensure compliance with federal and state improvement requirements; select appropriate instructional and supplementary materials.
6. Assume management responsibility for all services and activities related to Curriculum and Instruction for the Alternative Education Division.
7. Oversee organization staffing activities for the Alternative Education Division; develop and monitor various staff functions within the program.
8. Develop plan to increase the instructional leadership skills of Alternative Education leadership team.
9. Responsible for oversight of Career Technical Education (CTE) programs and activities including monitoring and coordinating with assigned staff, community agencies, business partners, colleges, universities, and other parties involved with the program.
10. Collaborate with site administrators, instructional staff, and support personnel to ensure the effective implementation and oversight of CTE programs and services, including program development, compliance with state and federal requirements, and alignment with student college and career readiness goals.
11. Oversee the development, implementation, and monitoring of 504 plans to ensure appropriate supports and accommodations are in place for eligible students, in compliance with legal mandates and organizational policies.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Operational characteristics, services, and activities of an alternative education program.
4. Research based strategies, instructional practices, and current trends that support academic achievement in alternative education settings.

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5. Modern and complex principles and practices of curriculum and instructional strategy trends in alternative education.
 6. Methods and approaches to planning instructional programs and services according to the identified needs and requirements of the assigned alternative education program.
 7. Evaluation and assessment techniques used in determining proper teaching and instructional methods.
 8. External accountability processes and procedures, including but not limited to the accreditation process and Every Student Succeeds Act (ESSA) mandates.
 9. Current research in effective schools, teaching, learning theory, program planning and development, analysis of student data, and development of school improvement strategies.
 10. Principles of budget preparation and control.
 11. Principles of training and performance evaluation.
 12. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
 13. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, supervise, organize, train, coach, and evaluate professional, technical, and clerical personnel; and effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Understand the political, social, economic, legal, and cultural context of learning.
4. Plan, direct, and coordinate various Alternative Education programs.
5. Interface effectively with at-risk students.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
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, education administration, behavioral management, and or special education, and six (6) years as an educator, including three (3) years of administrative and supervisory experience 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 moderate to high pressure.