



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

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**Principal, Alternative Education**

**Class Code: 1059**

**Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, and coordinate the activities and operations of Alternative Education (ACCESS) school sites within the Orange County Department of Education; coordinate assigned activities with other schools, 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, 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. 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. Coordinate the organization, staffing, and operational activities for ACCESS school sites including directing educational and support programs conducted within particular sites.
  3. Direct, coordinate, and review the work plan for ACCESS school sites; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; and review and evaluate work products, methods, and procedures.
  4. Identify opportunities for improving service delivery methods and procedures, review with appropriate management staff, and implement improvements.
  5. Participate in the development and administration of the ACCESS program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; coordinate the monitoring of and approve expenditures; and recommend adjustments as necessary.
  6. Oversee, review, and participate in developing and designing educational curricula and establish and administer curriculum priorities.
  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.
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8. Coordinate ACCESS school sites with those of other schools and outside youth-serving agencies and organizations; provide staff assistance to higher level management staff; and prepare and present staff reports and other necessary correspondence.
  9. Direct and monitor support activities necessary to ensure the appropriate conduct of ACCESS school programs, including facilities maintenance, clerical assistance, instructional assistance, and transportation coordination.
  10. Direct activities to support a student counseling and discipline program and confer with students, parents, health and guidance staff, and teachers concerning student needs and problems.
  11. Plan, develop, and maintain community relations programs; and explain the ACCESS school program and curriculum to parents through parent-teacher associations, school open houses, personal conferences, and bulletins.
  12. Assist teachers in maintaining order and appropriate discipline as required.
  13. Oversee the efficient and effective operation of school facilities and ensure the safety and security of facilities, students, and personnel.
  14. Prepare and present various reports, records, and statistical data on school activities, attendance, facilities maintenance, and instructional requirements and services.
  15. Attend and participate in professional group meetings and stay abreast of new trends and innovations in education and administration.
  16. Respond to and resolve difficult questions, inquiries, and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies.
  17. May participate in the teaching of classes as required.
  18. Demonstrate attendance sufficient to complete the duties of the position as required.
  19. Perform related duties similar to the above in scope and impact as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Operational characteristics, services, and activities of an ACCESS program.
2. Principles, theories, practices, methods, and techniques used in classroom instruction, especially as they relate to students in an ACCESS school setting.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
5. Methods and approaches to planning instructional programs and services according to identified needs and requirements of the assigned ACCESS program.
6. Evaluation and assessment techniques used in determining proper teaching and instructional methods.
7. Record information required for apportionment, health and welfare codes, and graduation requirements.
8. Principles of budget preparation and control.
9. California Education Code, California Administrative Code, and the policies, rules, and regulations of

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the Orange County Department of Education.

10. 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. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Oversee the operation and administration of ACCESS school sites.
5. Oversee the efficient internal operation of school administration, including financial management, scheduling, curriculum development, and facilities management.
6. Respond to difficult questions, inquiries, and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.
9. Develop and present training materials.
10. Prepare clear and concise correspondence, reports, and other written materials.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Communicate clearly and concisely, both orally and in writing, in English; and 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, behavior management, education administration, or a related field and five (5) years of experience, including two (2) years of administrative experience in a public-school setting; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

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

A valid California Administrative Credential.

Some assignments require background clearance conducted by the probation department.

**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.

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### **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.