



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

Senior Administrator, Alternative Education

Class Code: 1614

Work Days: 225

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations of the Alternative Education (ACCESS) sites within the Orange County Department of Education; coordinate assigned activities with other schools, outside agencies, and the general public; provide guidance to ACCESS administrators and other staff related to independent study/contract learning; 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 sites, including directing the educational and support programs conducted at sites.
 3. Direct, coordinate, and review the work plan for ACCESS sites; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
 4. Provide guidance and assistance to other administrators and staff related to independent study/contract learning and assist in managing operations, outreach, and ensuring compliance with standards.
 5. Develop and implement professional development supporting current methods in independent study/contract learning for all ACCESS staff.
 6. Identify opportunities for improving service delivery methods and procedures, review with appropriate management staff, and implement improvements.
 7. Participate in the development and administration of the ACCESS program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; and recommend adjustments as necessary.
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8. 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.
 9. Oversee, review, and participate in the development and design of educational curriculum; and establish and administer curriculum priorities.
 10. Assist teachers in maintaining order and appropriate discipline as required.
 11. Coordinate ACCESS sites with those of other schools and outside youth-serving agencies and organizations; provide assistance to higher level management staff; prepare and present staff reports and other necessary correspondence.
 12. Direct and monitor support activities necessary to ensure the appropriate conduct of OCCS programs, including facilities maintenance, clerical assistance, instructional assistance, and transportation coordination.
 13. Direct activities to support a program of student counseling and discipline and confer with students, parents, health and guidance staff, and teachers concerning student needs and problems.
 14. Plan, develop, and maintain community relations programs; and explain the OCCS program and curriculum to parents through parent-teacher associations, school open houses, personal conferences, and bulletins.
 15. Oversee the efficient and effective operation of school facilities and ensure the safety and security of facilities, students, and personnel.
 16. Prepare and present a variety of reports, records, and statistical data on school activities, attendance, facilities maintenance, and instructional requirements and services.
 17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and administration.
 18. Respond to and resolve difficult questions, inquiries, and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies.
 19. May participate in the teaching of classes as required.
 20. Demonstrate attendance sufficient to complete the duties of the position as required.
 21. 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 educational program.
2. Principles, theories, practices, methods, and techniques used in classroom instruction, especially as they relate to students in an Alternative Education 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 ACCESS program.
6. Evaluation and assessment techniques used in determining proper teaching and instructional methods.

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7. Records and information required for reimbursement, health and welfare codes, and graduation requirements.
 8. Principles of budget preparation and control.
 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, supervise, organize, train, coach, and evaluate professional, technical, and clerical personnel; and effectively delegate authority and responsibility.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Assume primary and direct responsibility for the operation and administration of an ACCESS program.
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 educational experience, including two (2) years of administrative and supervisory experience; 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.

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.