



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

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**Program Administrator, Alternative Education**

**Class Code: 1314  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, and coordinate Alternative Education services and activities; to develop, coordinate, and monitor program-wide projects as determined by higher level management staff; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance as required.

**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 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; recommend and implement policies and procedures.
  2. Manage, supervise, plan, and coordinate Alternative Education services and activities.
  3. Coordinate the organization, staffing, and operational activities for Alternative Education school sites including directing educational and support programs conducted within particular sites.
  4. Develop, coordinate, and monitor program-wide projects as determined by higher level management staff.
  5. Plan, manage, and coordinate staff development for professional, teaching, and support staff for state and county programs.
  6. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
  7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  8. Direct, coordinate, and review work plans; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

9. Develop and administer the program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
10. Provide staff assistance as directed; prepare and present staff reports and other necessary correspondence.
11. Liaison on Alternative Education issues to the state, county, and local probation department and school districts.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Alternative Education.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. 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 a juvenile and adult correctional and special education program.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
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 identified needs and requirements of assigned Alternative Education program.
7. Evaluation and assessment techniques used in determining proper teaching and instructional methods within Alternative Education.
8. Record information required for apportionment, health and welfare codes, and graduation requirements.
9. Principles of budget preparation and control.
10. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Office of Education.
11. Welfare and Institutions Code.
12. 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; effectively delegate authority and responsibility.

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**Ability and Skill to (cont.):**

2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Manage, supervise, plan, and coordinate Alternative Education school sites, programs, and services.
4. Oversee the operation and administration of division wide instructional and student support programs.
5. Coordinate and direct resources, curriculum, information, budgets, and fiscal functions to meet organization's needs and enhance the learning achievement of students.
6. Negotiate, develop, and maintain grants and contracts between OCDE and partner 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; 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 Master's degree from an accredited college or university with major course work in education, including training in correctional education and five years of educational experience in the field of correctional education including two years of administrative and supervisory 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

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### **Physical Demands (cont.)**

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

### **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.

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