



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

Assistant Superintendent, Alternative Education

**Class Code: 1044
Work Days: 225**

GENERAL PURPOSE

Plan, direct, manage, and provide strategic leadership for the activities and operations of Alternative Education including the development and implementation of the Local Control Accountability Plan and OCDE's Strategic Plan which includes, coordinate and implement in-service programs, and the maintenance and expansion of educational programs for students; coordinate assigned activities with other Department of Education units and outside agencies; and provide highly responsible and complex administrative support to the organization.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from the Superintendent and other senior leaders as designated.
2. Exercises direct supervision over management, professional, supervisory, 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. Understand, articulate, and provide vision for the fulfillment of the mission of OCDE's Alternative Education program, "To provide transformative support and learning opportunities so that all students, especially those facing the greatest challenges, may thrive."
 2. Demonstrate collaborative and compelling leadership, in collaboration with the Alternative Education leadership team, while effectively building relationships with team members across all levels of the division.
 3. Build effective relationships with families and partners in Orange County school districts, agencies, and community organizations so as to expand services and enrollments. Represent the program to outside agencies; explain, justify, and defend programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
 4. Assume full leadership and management responsibility for all Alternative Education activities including the development and implementation of OCDE's Local Control Accountability Plan, in-service programs, and the maintenance and expansion of educational programs for students; recommend and administer policies and procedures.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

5. Manage the development and implementation of OCDE's Strategic Plan within the Alternative Education division and set goals, objectives, policies, and priorities for each assigned service area; establish, within Department of Education policy, appropriate service and staffing levels; allocate resources accordingly.
6. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
7. Establish goals and objectives; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
8. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
9. Coordinate activities with other programs and with outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
10. Direct the development and administration of the budget; forecast additional funds needed for staffing, equipment, materials, and supplies; coordinate the monitoring of and approve expenditures; recommend budgetary adjustments as necessary.
11. Oversee and expand year-round educational opportunities to youth-at-risk; participate in negotiations for various instructional facilities.
12. Act as liaison to California State Department of Education and local school districts; deal with various issues including legislation, due process regulations, compliance issues, and program services for alternative education.
13. Serve as a member of the Superintendent's Cabinet.
14. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of school district operational services.
15. Respond to and resolve difficult and sensitive inquiries and complaints.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of servant leadership, growth mindset, restorative practice, social and emotional learning, and diversity, equity, and inclusion within an alternative education context.
2. 21st Century learning, curriculum, and instructional strategies within the alternative education context.
3. Uses of technology to facilitate distance learning within an Alternative Education context.
4. Operational characteristics, services, and activities of a comprehensive alternative education

program.

5. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
6. Modern and complex principles and practices of program development and administration.
7. Advanced principles and practices of budget preparation and administration.
8. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
9. California Education Code, Administrative Code, Government Code and the policies, rules, and regulations of county schools' offices.
10. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Lead a learning organization with in-depth knowledge of 21st century learning, curriculum, and instructional strategies and with principles of servant leadership, growth mindset, restorative practice, social and emotional learning, and diversity, equity, and inclusion within an alternative education context.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
3. Facilitate the use of in-person and distance learning strategies to accelerate learning and achievement within an Alternative Education context.
4. Provide administrative and professional leadership and direction.
5. Identify and respond to community issues, concerns, and needs.
6. Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient operational services.
7. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Prepare clear and concise administrative and financial reports.
11. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work including Board of Education members and other appointed or elected officials, community groups, and the general public.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Master's degree from an accredited college or university with major course work in education including training in education, public administration, or a related field and seven years of responsible experience managing multi-faceted

school operations including two years of supervisory experience and two years of service in district or county level administration.

Licenses; Certificates; Special Requirements:

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.

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. Program needs may require work in the evening and/or weekend hours.

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