

Solano County
Office of Education

JOB TITLE: Director, Alternative Education

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Plans, organizes, and directs the alternative education programs within the Solano County Office of Education. Provides leadership in the areas of instruction and curriculum, supervision, evaluation, budget (revenue and expenses) and administration. Acts as a facilitator of discussions around alternative education programs with districts and other public agencies.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of five (5) years of certificated experience in public or private middle school and/or high school.
- A California Administrative credential or equivalent qualification.

ESSENTIAL DUTIES

- Provides leadership to staff in determining objectives and identifying student and school needs as the basis for developing long- and short-range plans.
- Coordinates assessment and placement of students in alternative education programs.
- Develops and coordinates innovative projects in alternative education.
- Maintains budgets for all alternative education.
- Plans, coordinates, and evaluates the total program of alternative education.
- Monitors the ADA (average daily attendance) and expenditures of the designated programs to keep them fiscally solvent.
- Interprets and implements the approved curriculum programs in light of individual student and school needs.
- Establishes and maintains an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
- Identifies, provides, assigns, and coordinates in-service growth opportunities for certificated, paraprofessional, and classified personnel within the alternative education program.

- Supervises and evaluates the performance of all assigned personnel in accordance with the Superintendent's adopted guidelines for evaluation and assessment. Recommends appropriate action in cases of substandard performance.
- Develops and directs implementation of school plans and organizational procedures for health, safety, discipline, and conduct of the students.
- Provides site supervision during designated student hours.
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, school grounds, and building facilities.
- Works with professional and community organizations as they relate to alternative programs.
- Interprets and applies state, county, and school district laws, regulations, policies, and procedures at the school site.
- Serves as a member of the Chief Administrative Team for the Solano County Office of Education.
- Serves as a member of the Management Advisory Council of the Solano County Office of Education.

MARGINAL DUTIES

- Markets Solano County alternative education programs at the county, regional, and state level.
- Attends meetings as county liaison for alternative education.
- Provides statistical data about student's achievements in alternative education programs.
- Represents the County Superintendent at agency meetings.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Directly responsible to the Associate Superintendent, Students Programs and Educational Services.

SUPERVISION EXERCISED

Supervises staff as assigned.

10/19/15

Director, Alternative Education

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or

Reaching

Kneeling or

Pulling Loads (1)

Overhead (2)

Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)