



Leadership • Collaboration • Support

JOB TITLE: Director, Educational Options

Certificated Directors Salary Schedule, Range 1

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides administrative and instructional support for the schools/programs assigned. Provides leadership and intervention in the areas of instruction, curriculum, supervision, and student support. Establishes procedures providing for the health, safety, discipline, and conduct of students by ensuring a clean, neat, and effective use of education facilities. Leads the development of the Solano County Office of Education (SCOE) Local Control Accountability Plan (LCAP) and supports implementation of LCAP actions and services related to students in the Juvenile Court and Community School (JCCS) program, as well as other program-related plans such as the School Plan for Student Achievement (SPSA), Western Association of Schools and Colleges (WASC) accreditation, and other related program plans and documents. Provides leadership and vision for the ongoing development, continuous improvement of programs, and innovation related to student services and educational options for students.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of three (3) years administrative experience working with students in a public or private middle school, high school, and/or Juvenile Court and Community School setting.
- A California Administrative Services Credential, which may include an administrative services waiver or intern document.
- Strong project management skills and excellent follow through with assigned tasks.
- Strong Curriculum, Professional Learning, and Instructional Leadership Coaching background.

ESSENTIAL DUTIES

- Serves as the educational leader for a variety of alternative education programs.
- Provides consultation, professional learning, and instructional leadership coaching to teachers related to implementation of California Common Core learning standards in all content areas including English Language Development.

- Supervises and evaluates the performance of all assigned personnel in accordance with the Superintendent's adopted guidelines for evaluation and assessment.
- Conducts welcome meetings with new students and their parents to review and evaluate student transcripts, rehabilitation plans, and to communicate all school policies and procedures.
- Works closely with the referring district's Student Services Department related to placement of students, as well as matriculation back to the referring district upon completion of rehabilitation plans.
- Provides leadership and vision for the ongoing development and continuous improvement of programs related to student services and educational options for students.
- Acts as the lead liaison for SCOE with the Probation Department in support of students and programs at the Juvenile Detention Facility (JDF).
- Attends Juvenile Justice Coordinating Council as a SCOE representative.
- Promotes equity by collaborating with Solano County Probation in their efforts to reduce overrepresentation of students of color in court and community programs.
- Develops and prepares the annual preliminary budget for assigned programs and is knowledgeable of related contracts and deliverables.
- Researches, writes, and presents grant information for the purpose of securing additional program funding.
- Collaborates with a wide variety of internal and external groups for the purpose of implementing program components; creating long- and short-term plans; and implementing innovative strategies and approaches to address student needs.
- Works directly with students and parents and consults with other educators on issues that may be barriers to completion of the student's rehabilitation plan such as social emotional and behavioral challenges.
- Ensures the implementation of Positive Behavior Interventions and Supports (PBIS) and Multi-tiered System of Supports (MTSS).
- Works collaboratively to ensure implementation of the JCCS assessment and accountability systems, including interim and summative assessments, and other assessment systems as appropriate. Leads data analysis and data driven decision making process including the use of data to inform instructional practice.
- Supports the selection process and implementation of the approved curriculum programs with a focus on addressing individual student and school needs.

- Supports technology integration efforts to collect, analyze, and use student data to improve instruction in SCOE programs.
- Develops, implements, reviews and revises curriculum and objective based on state frameworks.
- Implements and monitors an effective School Attendance Review Board (SARB).
- Attends Statewide School Attendance Review Board (SARB) meetings and other meetings as assigned.
- Trains district supervisors of attendance.
- Leads the development of SCOE's LCAP and supports implementation of actions and services.
- Leads the development and implementation of the Single Plan for Student Achievement (SPSA) and the development and implementation of services and actions related to JCCS students as outlined in SCOE's LCAP.
- Acts as a liaison between SCOE staff (including Out of School Youth (OSY)) program staff, district staff, and community partners to expand opportunities for students in need of additional academic and job-connected program options in the county.
- Works directly with students and parents and consults with other educators on issues of academic achievement and factors that are hindering academic achievement and completion of the student's rehabilitation plan such as social-emotional and behavioral challenges.
- Assists in the development and implementation of identification and early intervention programs that address unique needs of students.
- Works with the appropriate administrators to identify, provide, and coordinate professional learning growth opportunities for certificated, paraprofessional, and classified personnel within the JCCS system.
- Implements positive behavior interventions as well as school discipline policies.
- Promotes positive youth engagement through collaboration with the SCOE Youth Development Program.
- Leads the annual needs assessment and program evaluation of all components of the JCCS Program, including Western Association of Schools and Colleges (WASC) accreditation and Federal Program Monitoring.
- Serves as the administrative designee at Individualized Education Program (IEP) meetings.

- Supports technology integration to collect, analyze, and use student data to improve instruction in SCOE programs.
- Provides support for integration of technology resources included with Common Core State Standards (CCSS) and assessment through professional development which includes effective use of interactive technology tools and resources.
- Co-facilitates collaborative network meetings, including countywide Student Services meetings, professional learning, etc. for school districts and community partners.
- Participates on the Management Advisory Council (MAC) and Chief Advisory Team (CAT).

MARGINAL DUTIES

- Performs other duties as assigned.
- Provides before- and after-school supervision when necessary.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Supervision of teachers, paraeducators, and other assigned staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%) Walking (25%) Sitting (50%)

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
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)