



Leadership • Collaboration • Support

JOB TITLE: Program Administrator, Educational Options

Administrative Salary Schedule A, Range 10

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides administrative and instructional support for the programs to which they are 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. Provides leadership for implementation of actions and services related to Juvenile Court and Community School (JCCS) students as outlined in the Solano County Office of Education (SCOE) Local Control Accountability Plan (LCAP).

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.
- Site principal experience preferred.
- A California Administrative Services Credential, which may include an administrative services waiver or intern document

ESSENTIAL DUTIES

- Serves as the educational leader for a variety of Alternative Education Programs.
- Provides consultation, staff development, 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 intake 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.
- 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 special needs of at-risk students.
- Works with the appropriate administrators to identify, provide, and coordinate professional development 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 SCOE Youth Development Program.
- Supports the development and implementation of the Single Plan for Student Achievement and the development and implementation of services and actions related to JCCS students as outlined in SCOE's LCAP.
- Assists with 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.
- Assists with the implementation of the JCCS assessment and accountability systems. Support the data analysis and data driven decision making process including the use of data to inform instructional practice.
- Interprets and implements the approved curriculum programs in light of individual student and school needs.
- 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.
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, school grounds and building facilities.

