

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Student Services, provide educational and administrative leadership to the Alternative Education Programs run by VCOE. Provides leadership to professional staff and students at Court & Community Schools and programs and their satellites; plan, direct and supervise the work performed by teachers, professionals, and others at the school site; develop and monitor the site budget; communicate with other schools, Community-based agencies, professional organizations, parents/guardians/caregivers, students, and the public; Represents VCOE on various state and local committees related to alternative education.

REPRESENTATIVE DUTIES:

Plan, direct, assign and supervise the VCOE Court & Community Schools and Programs;

Direct and monitor support activities to assure proper implementation of educational programs, facilities maintenance, clerical assistance, and transportation coordination;

Interview, hire, train, supervise and evaluate assigned classified and certificated staff; discipline, and make recommendations for employment status of assigned staff according to established procedures, guidelines and principles;

Direct or assign designee to direct Individualized Education Plan (IEP) meetings, determine class placement, and monitor delivery systems for pupil services; review Teacher and Specialist reports;

Plan, coordinate and participate in meetings and conferences to discuss appropriate integration procedures with students who have disabilities;

Plan, prepare and monitor budgets for Court & Community School and Program sites; plan and schedule adequate days off and staggering vacation requests for teaching staff in the Court School program to ensure services to students are met every day throughout the year (nontraditional school calendar); review and approve expenditure requests according to established procedures;

Direct and assist assigned staff and conduct conferences, meetings, in-service workshops, demonstrations and periodic classroom visits;

Observe and evaluate classroom and site activities in a regular and systematic fashion in compliance with the responsibilities of instructional supervision;

Plan, coordinate and review staff development; analyze and recommend appropriate measures to comply with State and federally mandated and appropriate instructional practices;

Communicate with students, teachers, caseworkers, parents, probation officials and other outside school officials and discuss a variety of educational school-related issues, problems and concerns;

Maintain an efficient and effective operation of school facilities and security; approve and monitor

maintenance and transportation services provided in-house and by outside contractors; inspect and improve on-site therapeutic and instructional equipment as appropriate; maintain security and inventory of assigned equipment;

Prepare and present a variety of reports, records and statistical data regarding school site activities, attendance monitoring, physical maintenance and instructional needs and services;

Facilitate awareness of and monitor formative and summative assessment of standards-based instruction;

Represent VCOE on various committees related to Alternative Education;

Participate and attend a variety of meetings, conferences, and other gatherings representing the school program and County Office as assigned;

Administer an appropriate school safety program, including emergency preparedness;

Confer with parents/guardians/caregivers and social service agencies regarding instructional and special educational needs of general classroom and disabled students;

Prepare and maintain a variety of records and reports required for compliance of State, federal and local laws, codes, rules, regulations, policies and procedures;

Administer all necessary and appropriate state standardized tests;

Promote positive coverage of school activities and programs;

Plan, coordinate and implement extended school year programs;

Operate and maintain appropriate technology programs in classrooms and support staff environments;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of school programs, activities, and services;

Students' and parents' rights and due process;

Core curriculum for Special Education Students;

Budget preparation and control;

Curriculum development and implementation, specifically: State Curriculum, California Standards for the Teaching Profession, API and Alternative School Assessment Model (ASAM); California Dashboard and Dashboard Alternative School Status (DASS);

Evaluation strategies;

Teaching theories and techniques;

Development and implementation of IEPs;

Principles and practices of administration, supervision and training;

Policies and objectives of Court & Community Schools programs and activities;

Applicable sections of the State Education Code and other applicable State and federal laws, codes,

regulations, policies and procedures related to the education of students with and without disabilities;
VCOE organization, operations, policies and objectives;
Interpersonal skills using tact, patience and courtesy;
Oral and written communication skills;
School Attendance Review Board (SARB) process.

ABILITY TO:

Plan, organize and control school programs and activities to provide educational and administrative leadership to the professional staff and students at Court & Community Schools and Programs and its county-wide satellite sites;
Plan, direct and supervise the work performed by teachers, professionals and others at the school site;
Communicate with other schools, outside agencies, parents, students, and the public;
Provide responsible and professional staff assistance and management in the instructional program;
Train, supervise and evaluate the performance of assigned staff;
Prioritize and schedule work;
Prepare, administer, monitor and control an annual school plan and budget;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Prepare comprehensive narrative and statistical reports;
Prepare and deliver oral presentations;
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files;
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree with course work in education, special education, or administration, and five years teaching experience or its equivalent, including some experience working with at-risk students.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Credential and appropriate Teaching Credential or its equivalent; valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment and classroom environment; subject to driving to conduct work; may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print, require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required, sitting for extended periods of time, and hearing and speaking to exchange information and make presentations; walking to move around campus. Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.