



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

ADMINISTRATOR – ALTERNATIVE EDUCATION

DEFINITION:

Under the direction of the Assistant Superintendent this position provides leadership and administrative functions for Tehama County Department of Education Alternative Education programs and schools and ensures a comprehensive instructional program that prepares students to transition to post-secondary education or a work setting.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

Direct and coordinate services in TCDE Alternative Education schools; Direct and supervise assigned staff; Serve as Principal of Tehama Oaks School including: budget oversight, hiring and supervision of staff, all reporting requirements to CDE, TCDE, and working as a partner with the administrative staff of the Tehama County Juvenile Hall; Support the development and implementation of the mission and vision of TCDE; Implement the philosophy, goals, actions/services and curriculum as identified by Alternative Education program LCAP and the TCDE Board of Trustees; Interpret and apply all policies, procedures, and practices pertaining to compliance with TCDE, state and federal laws and regulations; Assist with the development, implementation and revision of behavior management strategies for identified students in accordance with best practice methodologies and procedures; Assist in the coordination of the development, selection and/or procurement of curriculum materials, equipment and training for instruction and office services; Assist in the planning, development, and implementation of program evaluation: recommend revisions to existing programs, procedures and staffing to the School Site Council and/or the supervisor or County Superintendent, whichever is applicable; Direct and coordinate an efficient system to utilize clerical and support staff within the programs; Direct and coordinate efficient transition policies and procedures for all Alternative Education school programs; Schedule classes, programs, professional development for certificated and classified personnel; Account for attendance and other fiscal matters relating to budgets, purchasing, maintenance, services, etc.; Coordinate integration of learning activities for students with IHE's as appropriate; Oversee the individualization of learning programs for students, curriculum, and program design, implementation and evaluation; Oversee the hiring, supervision and evaluation of certificated and classified staff; Coordinate program planning activities with other public or private agencies as required; Assist staff in in-service training requirements for parents, staff, and community partners; Attend and represent TCDE at county and state level meetings (CCP, JCCASAC, SPSSC, etc.); Support the development of Career and Technical Education programs for students; Coordinate student testing (i.e. CAASPP, ELPAC); Support the development and oversight of the Title 1 services, budgets and supports including supporting School Site Council and LCAP development; Drive frequently for school and/or program business.

EXPERIENCE AND EDUCATION:

Possession of a valid California Administrative Services Credential; Master's degree preferred; Successful K-12 teaching and/or administrative experience; Evidence of school, district, charter, or county office of education leadership in educational programs; Experience with budget development and monitoring; valid California Driver's License and evidence of vehicle insurance.

KNOWLEDGE OF:

Fiscal, financial, and budgetary planning, management and evaluation; Curriculum integration; Research based curriculum development, instruction and assessment practices, especially relative to interventions; The California Standards for the Teaching Profession; Applicable laws, codes, policies and regulations



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pertaining to students, individual education plans, independent study, timelines, parent/student rights, local plans and other pertinent regulations of operating schools; Team building, agency coordination, public relations; Effective mentoring and coaching strategies; Employee training, supervision, and team building methods; Principles and techniques of management; Contemporary education systems, including an extensive background in behavioral management.

ABILITY TO:

Develop innovative approaches to establish and maintain effective alternative education settings; Develop and maintain cooperative relationships with a variety of constituents including, students, staff, parents, co-workers, district personnel, partnering agencies and community organizations; Exercise good reasoning and sound judgment; Prepare and present comprehensive reports, both oral and written, as appropriate to varied audiences; Motivate and support employees at all levels; Communicate effectively both in oral and written form; Plan and administer the program in accordance with applicable laws, codes, policies and regulations; Produce and maintain accurate program records including program budget; Demonstrate initiative; Effectively coordinate a variety of functions and activities in a multi-operational department; Hold student achievement as the primary goal; Generate income from external sources when possible.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: 