



ADMINISTRATOR-

Communicates with administrators, personnel, and outside organizations to coordinate activities and exchange information.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

State and federal programs in an Alternative Education and Special Education setting;
Parent education expertise to support student learning and parent engagement facilitation skills;
SCCOE policies and practices, and school administrative practices;
Awareness of students' diverse academic, socioeconomic, cultural, and ethnic backgrounds;
Recordkeeping techniques;
Applicable laws, codes, regulations, policies, and procedures;
Interpersonal skills using tact, patience, and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Provide support and training in areas related to development, monitoring, and evaluation of school sites;
Assist with curriculum development and developing, assessing, and modifying systems for school management and improvement;
Direct implementation of categorical and state programs;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Review student work and staff suggestions;
Communicate effectively both orally and in writing;
Interpret, apply, and explain rules, regulations, policies, and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Prepare and maintain a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles



