



Evaluates the performance of OYA certificated and classified personnel; encourages various levels of staff to participate in the design, implementation and assessment of program goals, procedures, enhancements and areas of growth.

~~Operates a computer and assigned software program~~

~~drives a vehicle to conduct work as assigned, supervised and subject to assigned classified~~

Plan and organize work;  
Prepare comprehensive narrative and statistical reports;  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education, program administration or related field and

years of experience in classroom teaching and (3) years of experience alternative education or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Credential or Supervisor Credential