

SANTA CLARA COUNTY OFFICE OF EDUCATION

~~CLASS TITLE: DIRECTOR/PRINCIPAL OPPORTUNITY/YOUTH LEADERSHIP~~

**BASIC FUNCTION:**

~~Under the direction of the Assistant Superintendent of Student Services, the Director/Principal Opportunity/Youth Leadership~~

regional Opportunity Youth activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions

Supervise and evaluate the performance of assigned personnel;  
Create and coordinate programs which effectively serve Opportunity Youth;  
Foster the use of technology to enhance curriculum, communication and accountability;  
Assess acute and chronic resource needs and coordinate with other agencies to

agencies, and recommend alternatives and resources toward resolution;  
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;