

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL - ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the direction of the Director - Alternative Education, plans, organizes and provides instructional and administrative leadership to the staff and students in one or more assigned alternative schools, camps or juvenile hall facilities; directs implementation of instructional programs; prepares and administers multiple school budgets, contracts for personnel services and other agreements; serves as liaison with districts, the County Office, community agencies, parents and the public; selects, supervises and evaluates certificated and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and provides instructional and administrative leadership to the staff and students in one or more assigned alternative schools, camps or juvenile hall facilities; implements, sustains and assures compliance with County Office, California Department of Education, safety, ELL and other mandated requirements.

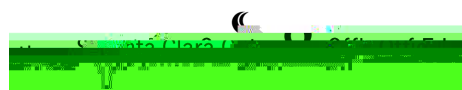
Trains and evaluates the performance of assigned certificated and classified staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; designs and participates in staff development and training; conducts site visitations and responds to needs as appropriate.

Implements, monitors

ate or unsafe student behaviors, and disciplinary actions;
s, rewards, consequences and disciplinary actions as
etermine appropriate actions or respond to questions.

to the Director regarding assigned functions; assists in the
edures and programs.

unity agencies, school districts and other County Office
s staff responses to parental inquiries, concerns and
th various outside agencies including probation, mental
es parent outreach activities.



Plans, prepares and monitors the site budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages assigned grants.

Provides, coordinates, and participates in staff development training; monitors teachers' credentials; and oversees the staffing needs of assigned programs.

Maintains student and staff attendance systems and management information system; prepares, monitors, and submits reports, documentation, and data regarding school activities, needs, and services.

Facilitates the preparation, implementation, and training of parent groups, community groups, and related agencies as may be needed.

Assists with the preparation of, training in, and implementation of site disaster preparedness plans and drills.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; serves on assigned committees.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of alternative school education programs.

Budget preparation and control.

Program building, operations, funding and maintenance.

Curriculum development and implementation.

Program evaluation strategies.

Teaching theories and practices.

Oral and written communication skills.

Principles and prac



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.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:M

