



**DIRECTOR, JUVENILE COURT AND COMMUNITY SCHOOLS**

**Basic function**

Under the direction of the Associate Superintendent of Educational Services, provide administrative leadership for the Juvenile Court and Community Schools (JCCS) Program of the Santa Barbara County Education Office. Perform duties and fulfill responsibilities as they relate to the organization and management of the Program.

**Supervision**

Directly responsible to the Associate Superintendent, Educational Services.

**Representative duties**

- Direct the development, implementation and evaluation of the JCCS programs and services.
- Supervise and evaluate all assigned classified and certificated staff; plan and direct staff development and other training programs.
- Provide leadership in all aspects of curriculum, instruction, social and emotional support, behavioral support, credit recovery, college and career readiness, and assessment.
- Lead the development and implementation of a variety of plans, including but not limited to the Single Plan for Student Achievement (SPSA) and the Safety Plan.
- Collaborate in the development of a variety of plans, including but not limited to the Local Control Accountability Plan (LCAP) and LCAP Federal Addendum.
- Guide the implementation of technology as it relates to student instruction, state/district assessments, and staff usage.
- Prepare and monitor annual budget and financial transaction documents; direct the preparation of attendance reports, surveys and other documents as required.
- Assist in the recruitment and selection procedures of professional and support staff.
- Coordinate referral, enrollment and exit procedures/policies with local districts.
- Work directly with Probation management to coordinate student related operations and services, including academic instruction, social and emotional well-being, student and staff safety, and facility space; act as a liaison with the probation department, school districts and agencies.
- Provide leadership in the interpretation and compliance of laws, rules and regulations affecting JCCS programs and processes; establish control procedures for monitoring policies and regulations.
- Provide leadership in all JCCS-related requirements, operations, services and functions.
- Oversee the supervision of students.
- Establish and maintain communication with parents and stakeholders.
- Serve as the Supervisor of Attendance for Juvenile Court and Community Schools.
- Represent the Office in Child, Welfare and Attendance (CWA) issues, including interdistrict transfer and expulsion appeals.
- Provide support to parents and districts in CWA matters, including interdistrict transfer and expulsion appeals.
- Perform other related duties as assigned.

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### **Qualifications**

Knowledge of:

Principles and practices of administration, supervision and training.  
Curriculum development and implementation.  
Evaluation and assessment practices related to student achievement.  
Working knowledge of best practices in positive behavioral intervention.

Ability to:

Apply knowledge of best practices for individualizing the educational programs of students in alternative education settings.  
Work with special educators who serve students in the alternative education setting.  
Creatively plan, design, implement and evaluate program activities.  
Prepare and manage a budget.  
Lead, manage and successfully work with teams.  
Interpret, articulate and implement laws, codes, policies and procedures related to alternative education.  
Work successfully with the probation department, school districts and county service agencies.  
Deal with sensitive and difficult situations; demonstrate intellectual capabilities in order to reach and make sound logical decisions and contributions.

### **Education and experience**

Any combination of education, training and experience that would likely provide the necessary knowledge and abilities to be successful in the position, such as:

Administrative experience with supervisory responsibility.  
Successful experience in a certificated position.  
Training in behavior management, education administration or related field.  
Experience leading meaningful professional learning.

### **Licenses and certificates**

Valid Preliminary or Clear California Administrative Services Credential.  
Valid California Driver's License.

### **Working conditions**

Settings that will require the strict implementation of behavioral and safety policies and procedures.  
Travel between school sites and to-from various meetings.

### **Physical demands**

Ordinary ambulatory skills to travel to outside offices and locations.  
Sufficient visual acuity to recognize words and numbers.  
Near-visual acuity to read written materials and computer screens.  
Sufficient auditory and oral skills to carry on conversations in person and over the phone.  
Ability to project voice to a large audience.  
Sufficient hand-arm-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device.