



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Director II, Alternative Education County Operated Schools & Programs	#5036
SALARY PLACEMENT:	Senior Management Salary Schedule Range 2	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master’s Degree and a valid California Administrative Services Credential. Prior administrative or supervisory experience. Five years of classroom teaching and five years of educational administration experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Teaching Credential. Experience as a principal or assistant principal of middle school or high school. Knowledge of charter school policies and regulations. Experience with the WASC accreditation process and LCAP development.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to find solutions to complex issues. Knowledge of Student Study Teams, Individualized Educational Plans, and 504 Plans. Familiar with A-G course requirements and submissions. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Possess a valid California Administrative Services Credential.

DISTINGUISHING CHARACTERISTICS:

The Director II represents Range 2 of the Senior Management Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

SUMMARY OF POSITION:

Under limited direction of the Division Director of County Operated Schools and Programs, oversee all areas of **one**.Charter Academy and Building Future Academy and provide leadership to site administrators.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopts an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Manage the day-to-day operations to assigned region school sites and provide instructional leadership.
15. Assist in new teacher induction programs.
16. Oversee and manage site quests, field trips, off-campus activities and community classroom activities.
17. Complete primary search for new school site locations, considering rent, public relations issues, building/planning department issues, fire department issues, and student accessibility.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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