

YUBA COUNTY OFFICE OF EDUCATION
Certificated Management Job Description

PRINCIPAL – ALTERNATIVE EDUCATION

DEFINITION

Under the direction of the Executive Director of Educational Services, the Principal of Alternative Education is responsible to organize, direct and coordinate the operation of the court and community school program, independent study program, and Juvenile Hall; research, analyze and evaluate service delivery models; manage and oversee the day to day operations of an assigned site; interpret and apply federal, State and local district compliance with laws and regulations related to Alternative Education and assigned areas; provide professional development and supervise the performance of assigned personnel.

DIRECTLY RESPONSIBLE TO:

Executive Director of Educational Services

SUPERVISION OVER:

- Teachers
- Paraeducators
- Secretary
- Custodian

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers court/community day class and independent study programs at various sites as assigned.
- Directs, coordinates, trains and evaluates assigned certificated and classified staff.
- Develops program budgets, initiates purchase orders and approves and monitors all expenditures for assigned programs.
- Monitors and supervises best practices in instruction; assists in the development of curriculum.
- Complies with and implements state and federal guidelines pertaining to assigned programs.
- Participates in program development and planning.
- Establishes and maintains cooperative working relationships and effective communications with probation, school district, the community, local businesses and other outside agencies as appropriate
- Attends and participates in Individualized Educational Plan (IEP) meetings.
- Participates in the activities of assigned programs, special projects, review and purchase of materials, form development, establishment of department procedures and in-service opportunities.
- Supervises maintenance and operation of assigned school sites.

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- Disseminates program information to parents and public; arranges, organizes and develops appropriate parent and community involvement.
- Conducts staff meetings, attends leadership meetings and other required meetings.
- Participates in crisis communication and de-escalation techniques to assist in maintaining student behavior
- Leads School Site Council to develop and improve on the School Wide Plan.
- Facilitates improvement practices using data to develop, sustain, improve and build equitable systems of support.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Possession of a valid California Administrative Services Credential authorizing service as a school principal and have experience in the education of alternative programs.
- Experience in an administrative & management capacity preferred.
- Experience in School Site Council, PBIS, MTSS, and improvement science desired.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Special education programs.
- Relevant State and Federal laws, regulation and procedures including those related to special education.
- Non-violent crisis intervention
- Charter school operations.
- Applicable state and federal laws.
- Sound budgeting practices.
- Current principles, practices, and techniques of effective administration.
- Curriculum and instruction.
- Principles of supervision, training and performance evaluation and sound personnel practices.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Plan, assign, direct and evaluate the work of employees in assigned programs.
- Conduct meetings in a direct, succinct manner.

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- Establish and maintain good working relationships with county office staff, school district staff, parents and the public.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students.
- Read, interpret, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Develop appropriate goals and objectives for students in assigned programs.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Licenses and Certificates

- Valid Administrative Services Credential
- Valid California Teaching Credential
- Valid California English Learner authorization (e.g., CLAD, BCLAD)
- Valid California Driver's License

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- The availability of an automobile with liability coverage

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Certificated Management

Salary Range: Principal

Approval Date: March 11, 2026

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.