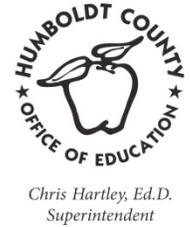


Humboldt County Office of Education

PRINCIPAL/COORDINATOR FOR ALTERNATIVE EDUCATION
Management



Chris Hartley, Ed.D.
Superintendent

Position Summary

Under the general direction of the Coordinator of Instructional Leadership, the Principal/Coordinator for Alternative Education coordinates and administers on a daily basis the instructional programs, staff and students of the Court and Community Schools. The Principal is also responsible to assist in the planning, coordination and implementation of grant-funded projects and interagency programs targeted for at-risk and foster youth in Humboldt County. The Principal provides curriculum and instructional leadership, and has a lead role in working with various local program advisory committees, school/district administrators and community-based agency personnel. Budget development and monitoring is a shared responsibility of the Principal/Coordinator working in cooperation with other central office staff.

Minimum Qualifications

1. Possess an appropriate California Administrative Credential;
2. Demonstrate competence in communicating effectively with staff, other district personnel, and community representatives;
3. Possess at least eight (8) years successful teaching, counseling, and/or administrative experience, preferably in a program serving high-risk or at-risk youth;
4. Demonstrate strong organizational, communication, and human relations skills;
5. Possess an advanced degree and experience/training in program and budget planning; staff and curriculum development; staff/program evaluation; staff motivation and consensus building.

Examples of Duties and Responsibilities

1. Designs various instructional program components using vision and creativity with input from staff, local advisory committees, and other agency personnel when appropriate, including mental health, probation and social services;
2. Plans and implements the county's components of the Joint Education Service Plan serving expelled students in Humboldt County;
3. Supervises and evaluates classified and certificated personnel within the department;
4. Assists in the management of the office's various grant projects and actively pursues supplemental funding opportunities within assigned area of responsibility;
5. Authorizes expenditures within previously approved budget and assists with annual budget development.
6. Oversees the preparation of Local Control Accountability Plans (LCAPs), ADA reports, payroll, student follow-up studies, and other required program documents;

7. Monitors the inventory of supplies and equipment in the department;
8. Plans the professional development opportunities for every staff member under his/her supervision;
9. Serves as the administrative representative on the program advisory committees within the department and represents the office on a regional and statewide basis as assigned;
10. Develops and sustains cooperative working alliances with school district personnel and various community agency representatives;
11. Serves as a member of the Leadership Council;
12. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities;
13. Participates in appropriate regional and statewide professional meetings;
14. Performs other assigned duties.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve as Principal/Coordinator for Alternative Education provide services in the office and in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted time frames are critical factors for success in this position.

Individuals who serve as management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

Schedule B/Class 3

Reviewed: 09/29/17