

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT PRINCIPAL, STUDENT PROGRAMS

BASIC FUNCTION:

Under the direction of an assigned Principal, Student Programs, organize and direct the educational operations, activities and services of Special Education, Court and Community Schools, Contra Costa Adult School, Special Projects and ROP programs at assigned County sites; coordinate communications, information and personnel to meet student education needs; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the educational operations, activities and services of Special Education, Court and Community Schools, Contra Costa Adult School, Special Projects and ROP programs at assigned County sites; assist the Principal in directing the day-to-day activities of programs at assigned sites; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, information and personnel to meet student education needs; assist in establishing program and site time lines and priorities; assist in the development and implementation of programs, services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures at assigned sites.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign staff duties and review work to assure compliance with established standards, requirements and procedures.

Coordinate communications and information between teachers, administrators, staff, outside agencies, students, parents and others; investigate and resolve student, administrative and staff issues, conflicts and complaints related to assigned sites and programs.

Monitor and evaluate programs and services for educational and financial effectiveness; assist in the development and implementation of programs, services, policies and procedures to enhance the educational and financial effectiveness of programs at assigned sites.

Participate in a variety of activities to enhance faculty understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies; assist faculty with developing and implementing curriculum standards and instructional strategies; monitor lesson plans and site and classroom activities to assure alignment with curriculum requirements.

Supervise student intake and placement functions as assigned; organize and direct campus activities at assigned sites to assure the well-being and safety of students and staff in classroom and non-classroom activities; coordinate and participate in activities related to the discipline of students according to established policies and procedures.

August 2005

Provide consultation to personnel, parents, outside agencies and the public concerning assigned programs; respond to inquiries and provide technical information concerning related standards, requirements, principles, practices, techniques, laws, codes, regulations, policies and procedures.

Assist in the development and preparation of the annual preliminary budget for programs at assigned sites; review and evaluate financial data; control and authorize expenditures in accordance with established limitations; assist in the administration of program grants.

Assist in assuring adequate personnel, instructional materials and resources to meet program needs at assigned sites; coordinate activities and personnel to assure facilities are cleaned, maintained and repaired in a proper and timely manner; coordinate purchasing activities as necessary.

Supervise and participate in the development, preparation and implementation of Individualized Education Plans (IEP's) as assigned by the position; attend and participate in IEP meetings; assure proper preparation and maintenance of related documents, records and reports.

Maintain current knowledge of educational methods, practices and standards related to assigned programs and related laws, codes, regulations, policies and procedures; assist in modifying programs and services to assure compliance with standards and requirements as needed.

Develop, implement and conduct training and staff development activities for faculty and others concerning assigned student programs and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques.

Oversee and participate in the preparation and maintenance of various records, reports and files related to programs, sites, students, attendance, discipline, grants, budgets, financial activity, plans, personnel and assigned duties; process a variety of forms and documents.

Provide technical information and assistance to the Principal regarding assigned sites and programs; assist in the formulation and development of related policies, procedures and programs.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; compose and distribute a variety of correspondence.

Operate a variety of office equipment including projectors, computers and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and committees as assigned; prepare and deliver oral presentations concerning assigned student programs and sites; attend and participate in assigned conferences, councils, in-services and special events.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of the educational operations, activities and services of Special Education, Court and Community Schools, Contra Costa Adult School, Special Projects and ROP programs at assigned County sites.

Curriculum standards, interpretation and application in assigned student programs.

Local, State and federal standards and requirements governing assigned programs and sites.

County Office policies and procedures concerning student discipline.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.

Instructional techniques and strategies related to assigned student programs.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Basic public relations techniques.

ABILITY TO:

Organize and direct the educational operations, activities and services of Special Education, Court and Community Schools, Contra Costa Adult School, Special Projects and ROP programs at assigned County sites.

Coordinate communications, information and personnel to meet student education needs.

Train and evaluate the performance of assigned personnel.

Assist in the development and implementation of programs, services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures at assigned sites.

Participate in a variety of activities to enhance faculty understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies.

Investigate and resolve student, administrative and staff issues, conflicts and complaints.

Provide consultation concerning assigned programs.

Assist the Principal in directing the day-to-day activities of assigned sites.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, 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 time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and three years

teaching experience including work with Special Education, ROP, Court or Community Schools or related programs.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.