

ORANGE UNIFIED SCHOOL DISTRICT

COORDINATOR, ALTERNATIVE SCHOOLS

DEFINITION

Under direction, provide leadership, support and direction for the Alternative Education programs of the district, including, Adult School, Community Day School, Home School, Independent Study and special education alternative programs.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in alternative educational programs, and curriculum and instructional strategies, and parent and students services. Directly related secondary school administrative experience or the equivalent is necessary to assure success in an alternative high school leadership role. The job requires the ability to analyze and offer alternative problem solutions in difficult behavioral and social situations. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the school operation. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, ancillary personnel, school administrators, special education personnel, other educational personnel, community members, and public agencies to influence, motivate and monitor the result objectives of the alternative education school. This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This job also requires the accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide general supervision and evaluation of all certificated and classified personnel assigned to Alternative School Programs.
- Work closely with the staff and advisory groups in assessing the school's educational and program needs, and develop short-term and long-range planning strategies for creating an optimal school-wide educational program.
- Plan, develop, and implement a master calendar and schedule of programs and activities to assist the students in meeting their educational goals.
- Oversee the administration of budgets and compliance with state and federal rules and regulations for state compensatory and federally funded programs.
- Develop and implement new alternative education programs and classes as needed within the communities served by OUSD.
- Provide instructional leadership, including effective professional development, and implementation of appropriate curriculum and student support and guidance systems.

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- Provide leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school;
- Utilize data to create/revise goals and to allocate resources;
- Interpret and implement the District approved curriculum program in the light of individual school needs;
- Provide for appropriate facilities, equipment and supplies;
- Recruit, screen, select, assign, supervise, and evaluate performance of certificated and classified staff members;
- Motivate employee performance and enhance morale;
- Maintain documentation;
- Recommend appropriate action in cases of substandard performance;
- Provide guidance to teaching staff in the implementation of the Common Core State Standards, 21st century learning and OUSD curriculum;
- Encourage and support professional growth for all staff members;
- Participate in own professional growth;
- Oversee the supervision of student enrollment, records, attendance and health requirements;
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of the students as established by District policies and State law;
- Provide for the implementation of appropriate student discipline;
- Maintain effective community relations;
- Initiate and implement communication to parents regarding all phases of the education program;
- Plan, supervise and direct the business operation in accordance with District policy and procedures and oversee site budget planning and expenditure control process;
- Collaborate with special education coordinator(s) and special education support staff.
- Participate in IEP's as necessary.
- Establish an effective administration organization and clear lines of responsibility, with the necessity of appropriate delegation of authority;
- Coordinate student and family assistance programs with social service and youth service agencies.
- Facilitate the accreditation process.
- Responsible for managing, monitoring, auditing, and evaluating the continuation and alternative high school specially funded programs.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

District policy and state education codes related to Alternative Education programs;
Effective collaborative staff evaluation techniques;
Effective practices in Alternative Education and School-to-Career education;
Effective practices in 21st century teaching and learning
School counseling and discipline techniques;

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Educational technology;
Parent education initiatives;
Conflict resolution methods;
State regulations and district practices related to the management of program budgets;
Safe working methods and procedures.

Ability to:

Manage, lead, and direct the functions and activities of a secondary level school;
Communicate district objectives and facilitate their implementation;
Systematically analyze problems, determine alternative problem solutions, and make appropriate and effective decisions;
Assess and lead educational programs;
Motivate and inspire students and staff;
Create two-way communication with the community;
Maintain a positive, safe school climate;
Communicate clearly orally and in writing;
Maximize use of school fiscal and human resources;
Lead staff in a participative, collaborative, and supportive manner;
Comply with the district's customer service standards, as outlined in Board policy.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the job required knowledge and abilities would be:

Experience:

Three years successful experience as a secondary school site administrator; successful experience as a secondary teacher; successful experience in program and curriculum development.

Education:

California Teaching Credential; Administrative Services Credential; Master's degree or higher from an accredited college or university in educational leadership, educational technology, or related field of study.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District liability insurance carrier.