



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Division Director, Alternative Education County Operated Schools &amp; Programs</b>	<b>#5026</b>
<b>SALARY PLACEMENT:</b>	<b>Administrative Council Salary Schedule Range 2</b>	

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master’s Degree and a valid California Administrative Services Credential. Five years’ experience as an administrator in a school setting. Previous experience working with at-risk students.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Previous work experience with Court and Community Schools.

**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 manage and oversee budgets. 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 Division Director represents Range 2 on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

**SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of County Operated Schools and Programs, directs and manages all areas of assigned region school sites.

**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 materials 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 interpret 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 adopt 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 provide supervision of the fiscal functions.
14. Monitor Court and Community School (CCS) ADA and complete monthly ADA summary reports as related to budget and personnel.
15. Coordinate partnerships, oversee activities and update agreements and memorandums of understandings.
16. Initiate leases, coordinate opening/closing of school sites, coordinate building/site maintenance, direct and evaluate maintenance teams with region directors.
17. Oversee the CCS hiring, evaluation, and discipline/termination process of certificated and classified staff, with approval of Assistant Superintendent.
18. Assist region directors in developing articles, photographs, student work, and other artifacts for use in monthly newsletters.
19. Oversee planning and implementation of the program-wide staff development plan.
20. Oversee planning and implementation of program-wide curriculum.
21. Oversee and coordinate the development of various plans, such as WASC, CCR, ASAM, LEA Plan, Single Plan for Achievement, SARC Report, and LCAP, to be completed and submitted to the California Department of Education.
22. Oversee and direct county-wide student expulsion and interdistrict attendance appeals.
23. Oversee and direct the Discipline Review Board for student expulsions.
24. Oversee and direct COSP-operated charter schools
25. 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.