



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Coordinator, Alternative Education

**Class Code: 1561
Work Days: 225**

GENERAL PURPOSE

Assist with the management, supervision, and coordination of activities and operations of assigned school sites; supervise, review, and participate in the work of school site staff. Provide staff assistance to higher level management staff as required.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, priorities, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
2. Assist the principal in providing instructional leadership in the implementation of adopted curriculum aligned with state content standards, performance-based assessments, use of instructional technology, and articulation efforts.
3. Coordinate activities and services for day-to-day operations of assigned instructional programs.
4. Coordinate with other divisions, school districts, outside agencies, and community organizations for assigned instructional programs.
5. Assist program staff with the implementation and maintenance of the ACCESS Truancy Response Program; analyze and review attendance reports with teaching staff to ensure interventions are being implemented and recorded.
6. Provide assistance to students, parents, teachers, and other staff in solving school-related problems and coordinating instructional programs between outside agency and school.
7. Support site administrators and staff with positive behavior interventions; develop and implement student mediation/conflict resolution programs; participate in parent conferences to resolve discipline, attendance and truancy matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Consult with probation officers and parents regarding students; gather required court documentation, including court documents, application and transcripts.
9. Participate in the assignment of students to appropriate classes.
10. Assist teachers and other professional staff in the preparation for annual or requested reviews; participate in program reviews as necessary in unique or difficult situations.
11. Assist teachers in maintaining order and appropriate student discipline as required.
12. Assist in the efficient and effective operation of the school facilities; ensure the safety and security of facilities, students and staff.
13. Attend conferences and departmental meetings as necessary to develop information for enhancement and enrichment of staff.
14. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
15. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
16. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
17. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
18. Respond to difficult questions, inquires, and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies, including the County Probation Department.
19. May participate in the teaching of classes as required.
20. May participate on the Crisis Response Team and represent division at the Youth Development Court.
21. Demonstrate attendance sufficient to complete the duties of the position as required.
22. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
2. Basic operations, services, and activities of the Alternative Education program.
3. Knowledge of and experience with Juvenile Court Educational systems, facilities, and safety procedures.
4. Instructional methodologies used to teach students with diverse education needs, including adopted curriculum.
5. Principles of behavioral management and curriculum development appropriate for students.

Knowledge of (cont.):

6. Procedures and requirements of program assessment and evaluation.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present professional development activities/trainings.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Master's degree from an accredited college or university with major course work in education and five years of educational experience including at least one year of experience working with alternative education or related programs.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing service in a public school program.

A valid California Administrative credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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