

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PRINCIPAL, STUDENT PROGRAMS**

#### **BASIC FUNCTION:**

Under the direction of an assigned Director III, Student Programs, plan, organize, control 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 sites; coordinate and direct communications, information, personnel and budgets to meet student education needs and assure smooth and efficient program and site activities; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control 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 sites; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, information, personnel and budgets to meet student education needs and assure smooth and efficient program and site activities; provide educational leadership in and oversee the development and implementation of programs, services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures at assigned sites.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Direct operations and activities to enhance faculty understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies; assist faculty with identifying and implementing curriculum standards, benchmarks and instructional strategies; monitor lesson plans and site and classroom activities to assure alignment with curriculum requirements.

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

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

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Monitor and evaluate programs and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; oversee the development and implementation of programs, services, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned sites.

Provide consultation and technical assistance to personnel, faculty, administrators, parents, outside agencies and the public concerning student programs and services at assigned sites; respond to inquiries and provide detailed and technical information concerning related standards, requirements, issues, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Develop and prepare the annual preliminary budget for programs at assigned sites; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer program grants and the disbursement of related funds.

Assure adequate personnel, instructional materials and resources to meet program needs at assigned sites; direct activities and personnel to assure facilities are cleaned, maintained and repaired in a proper and timely manner; monitor faculty attendance and assure adequate coverage for site classes; coordinate contracts and the purchase of instructional materials and equipment as necessary.

Coordinate the development and implementation of training and staff development activities for faculty and others concerning assigned student programs and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques.

Direct and participate in the development, preparation and implementation of Individualized Education Plans (IEP's) as assigned by the position; coordinate and attend 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; modify programs and services to assure compliance with standards and requirements as needed.

Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to assigned student programs; develop, prepare and distribute presentation, training and informational materials.

Oversee and participate in the preparation and maintenance of various records, reports and files related to programs, sites, students, attendance, accountability, discipline, grants, assessment, budgets, financial activity, personnel and assigned duties.

Provide technical information and assistance to the Director regarding program needs, services and activities; assist in formulating and developing related policies, procedures and programs.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain partnerships with outside agencies to enhance support for program services.

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:**

Planning, 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 and District policies and procedures concerning student discipline.

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

Comprehensive organization, activities, goals and objectives of assigned sites.

Instructional techniques and strategies related to assigned student programs.

Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

**ABILITY TO:**

Plan, organize, control 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 and direct communications, information, personnel and budgets to meet student education needs and assure smooth and efficient program and site activities.

Supervise and evaluate the performance of assigned personnel.

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

Direct operations and activities to enhance faculty understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies.

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

Provide consultation and technical assistance concerning student programs and services.

Coordinate and direct campus activities to assure the well-being and safety of students and staff.  
Assure adequate personnel, instructional materials and resources to meet program needs.  
Build effective partnerships with community agencies and businesses.  
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 five years teaching experience including work with Special Education, Court and Community Schools, Adult School, Special Projects, ROP 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.