

SACRAMENTO COUNTY OFFICE OF EDUCATION
CLASSIFICATION TITLE: Vice Principal, Alternative Education

DEFINITION

Under the direction of a Principal, supports alternative education programs, organizing, coordinating, and leading assigned activities related to instruction, student performance, guardian engagement, and community outreach; assists with administrative duties involving student enrollment and conduct, staff development, collaboration, evaluation and supervision, and school operations as assigned; organizes and leads student activities and other events; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Classified and certificated personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, organizes, coordinates, and participates in programs and activities related to the operation of assigned schools, including instruction, student behavior intervention and discipline, and guardian engagement; ensures applicable state and county office codes, policies, and laws are followed; develops and administers county office and school site student behavior intervention and discipline policies and safety programs; performs a variety of administrative duties to assist the Principal in leading schools; assumes the duties of the Principal as assigned; assists in the development and implementation of identification and early intervention programs that address student needs; supervises and evaluates the performance of designated certificated and classified personnel; assigns duties to faculty and staff as appropriate to meet school objectives; assists with recruiting, interviewing and selecting staff; assists with the enrollment process, receives referrals and confers with students, families, teachers and community agencies; responds to and resolves family, student, and staff complaints; supervises and monitors students on campus before and after school; during daily breaks, passing periods and other activities; establishes, coordinates, and maintains communication with community partners and parent groups; attends and conducts a variety of meetings and events; develops correspondence to promote school activities and achievements; provides direction to a variety of faculty, staff and student programs and services; participates in informal and formal classroom visitations and observations; provides recommendations and suggestions as appropriate; oversees student activities and other programs as assigned; provides direction regarding guidance and counseling services, student activities, school attendance, and facility maintenance issues; assure programs and services meet established objectives and requirements; assists with establishing and maintaining a safe and positive school environment that meets the needs of culturally diverse populations; orders supplies as needed; prepares and maintains a variety of county, state, and federally-mandated records and reports regarding student attendance, interventions and discipline, cumulative records and academic achievement.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California administrative services credential required; demonstrated successful experience as a classroom teacher, counselor, or other certificated staff; supervisory/management experience is desirable.

Knowledge of:

Development processes of adolescents; methods of effective supervision, including personnel selection, training, observation, assessment and evaluation; effective communication and collaboration methods and strategies; goal setting techniques including needs assessment and program evaluation; effective classroom instructional practices; techniques and practices of effective implementation, supervision, and management of program procedures; policies, procedures, and practices governing educational programs; student grade and attendance reporting processes and procedures; behavior intervention and disciplinary practices; curriculum implementation, program development and evaluation.

Skill and Ability to:

Provide appropriate assistance and suggestions for improving instructional practices; evaluate program needs and develop and deliver professional development; comprehend and apply laws; conduct meetings and in-service training programs with instructors and staff; supervise and evaluate staff; collaborate effectively with individuals and groups; initiate individual and group discussion and facilitate interaction among group members; develop and maintain positive working relationships with a variety of people from varying educational, cultural and socio-economic backgrounds; build and maintain an inclusive team that focuses on student achievement; communicate concepts and information accurately orally and in writing including the preparation of records, reports, letters, and memos; utilize student database and other standard office software applications.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation; willingness to participate in county office-initiated assignments, attend management team meetings, and appropriate conferences and workshops.

5/2021