



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATOR – ALTERNATIVE EDUCATION

DEFINITION:

Under the direction of the Assistant Superintendent this position provides leadership and administrative functions for Tehama County Department of Education Alternative Education programs and schools and ensures a comprehensive instructional program that prepares students to transition to post-secondary education or a work setting.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

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

- Direct and coordinate services in TCDE Alternative Education schools.
- Direct and supervise assigned staff.
- Serve as Principal of Tehama Oaks School including: budget oversight, hiring and supervision of staff, all reporting requirements to CDE, TCDE, and working as a partner with the administrative staff of the Tehama County Juvenile Hall.
- Support the development and implementation of the mission and vision of TCDE.
- Implement the philosophy, goals, actions/services and curriculum as identified by Alternative Education program LCAP and the TCDE Board of Trustees.
- Interpret and apply all policies, procedures. And practices pertaining to compliance with TCDE, state and federal laws and regulations.
- Assist with the development, implementation and revision of behavior management strategies for identified students in accordance with best practice methodologies and procedures.
- Assist in the coordination of the development, selection and/or procurement of curriculum materials, equipment and training for instruction and office services.
- Assist in the planning, development, and implementation of program evaluation: recommend revisions to existing programs, procedures and staffing to the School Site Council and/or the supervisor or County Superintendent, whichever is applicable.
- Direct and coordinate an efficient system to utilize clerical and support staff within the programs;
- Direct and coordinate efficient transition policies and procedures for all Alternative Education school programs.
- Schedule classes, programs, professional development for certificated and classified personnel.
- Account for attendance and other fiscal matters relating to budgets, purchasing, maintenance, services, etc.
- Coordinate integration of learning activities for students with IHE's as appropriate.
- Oversee the individualization of learning programs for students, curriculum, and program design, implementation and evaluation.
- Oversee the hiring, supervision and evaluation of certificated and classified staff; Coordinate program planning activities with other public or private agencies as required.
- Assist staff in in-service training requirements for parents, staff, and community partners.
- Attend and represent TCDE at county and state level meetings (CCP, JCCASAC, SPSSC, etc.).
- Support the development of Career and Technical Education programs for students; Coordinate student testing (i.e. CAASPP, ELPAC).
- Support the development and oversight of the Title 1 services, budgets and supports including supporting School Site Council and LCAP development.
- Drive frequently for school and/or program business.

EXPERIENCE AND EDUCATION:

- Possession of a valid California Administrative Services Credential.
- Master's degree preferred.
- Successful K-12 teaching and/or administrative experience.
- Evidence of school, district, charter, or county office of education leadership in educational programs.



Tehama County Department of Education
Job Description
Administrator – Alternative Education

Official: 
Effective: 11/06/2024

- Experience with budget development and monitoring.
- Valid California Driver's License and evidence of vehicle insurance.

KNOWLEDGE OF:

- Fiscal, financial, and budgetary planning, management and evaluation.
- Curriculum integration.
- Research based curriculum development, instruction and assessment practices, especially relative to interventions.
- The California Standards for the Teaching Profession.
- Applicable laws, codes, policies and regulations pertaining to students, individual education plans, independent study, timelines, parent/student rights, local plans and other pertinent regulations of operating schools.
- Team building, agency coordination, public relations.
- Effective mentoring and coaching strategies.
- Employee training, supervision, and team building methods.
- Principles and techniques of management.
- Contemporary education systems, including an extensive background in behavioral management.

ABILITY TO:

- Develop innovative approaches to establish and maintain effective alternative education settings.
- Develop and maintain cooperative relationships with a variety of constituents including, students, staff, parents, co-workers, district personnel, partnering agencies and community organizations.
- Exercise good reasoning and sound judgment.
- Prepare and present comprehensive reports, both oral and written, as appropriate to varied audiences.
- Motivate and support employees at all levels.
- Communicate effectively both in oral and written form.
- Plan and administer the program in accordance with applicable laws, codes, policies and regulations.
- Produce and maintain accurate program records including program budget.
- Demonstrate initiative.
- Effectively coordinate a variety of functions and activities in a multi-operational department.
- Hold student achievement as the primary goal.
- Generate income from external sources when possible.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 

Date: 