



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PRINCIPAL – ALTERNATIVE EDUCATION

### DEFINITION:

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

### ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

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.

- Implement the philosophy, goals, actions/services and curriculum as identified by Alternative Education program LCAP and the Tehama County Department of Education Board of Trustees.
- Interpret and apply all policies, procedures, and practices pertaining to compliance with Tehama County Department of Education, state and federal laws and regulations.
- Provide direct supervision and support to school/program certificated and classified personnel; evaluate certificated and classified personnel.
- Provide leadership and support for career readiness and education services.
- Provide leadership for school/program student assessment, monitor data and provide instructional recommendations.
- Participate with staff in identifying staff development needs and developing solutions to meet those needs; develop and coordinate the delivery and effectiveness of staff development activities.
- 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 Governance Committee and/or the County Superintendent, whichever is applicable.
- Participate in Governance Committee meetings.
- Assist with the responsibility for compiling, maintaining and filing legally required reports and records.
- Participate in countywide administrative meetings and training.
- Assist with parent/family activities and services with the purpose of establishing and maintaining positive school-community relations, to include: new student orientation, parent/family conferences, family nights and home visits.
- Serve as administrator of an Individualized Education Program (IEP) team.
- Supervise the transition and articulation process for students moving from one school/program to another; plan transition with student, parents/family and community partners.
- Maintain visibility with staff, students and parents.
- Maintain confidentiality.
- Drive frequently for school and/or program business.

### EXPERIENCE AND EDUCATION:

Any combination of education, training and experience that demonstrates ability to perform the duties and responsibilities as described.





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- Possession of a California Administrative Credential or an out-of-state Administrative Credential and the ability to obtain a California Administrative Credential within a reasonable period of time.
- Master's degree in a related field preferred.
- Three years' experience in alternative education or related field; experience in charter schools preferred.
- Experience in designing and conducting professional development programs.
- Familiarity with and understanding of federal and state laws and regulations as related to alternative education.
- Thorough understanding of teaching methodologies and strategies, academic assessment and interventions, classroom management techniques and behavior management strategies.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- California curriculum, assessment and mandated testing processes and requirements.
- Principles, methods, procedures and effective strategies utilized in alternative education programs.
- Career education concepts, programs and materials.
- Effective student disciplinary and classroom management procedures and practices.

ABILITY TO:

- Exercise discretion of confidential information.
- Communicate effectively in oral and written form.
- Speak, read and write appropriate English.
- Establish and maintain cooperative working relationships.
- Build strong, cohesive working teams.
- Operate a computer and associated peripherals.

PHYSICAL DEMANDS:

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

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit.
- The employee is frequently required to stand and walk.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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 the County Superintendent.



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**HRS Office Use Only**

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**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: *Noelle DeBortoli*

Date: May 23, 2019