

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Assistant Principal, Alternative Education
SALARY PLACEMENT:	Administrative Salary Schedule Rocklin Administrative Professionals Association

SUMMARY:

Under the direction of the Alternative Education Center Principal, develops, coordinates and assists in supervising programs for alternative education students; assists in the development and implementation of district policies and budgets relating to the district program responsibilities; provides leadership in articulating and coordinating the programs through the various district organizational levels; assists site level administrators and/or the Alternative Education Center Principal in the evaluation of certificated and classified personnel within the specified program areas.

SUPERVISOR:

Principal and/or Director of Secondary Programs and School Leadership

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Serves as the Alternative Education Principal's designee
2. Assists and coordinates staff schedules and responsibilities for the Rocklin Independent Studies and Mid-year Intervention Programs.
3. Assists in monthly ADA collection process.
4. Participates in or conducts student intake meetings and other meetings as needed.
5. Provides assistance/direction to staff as needed.
6. Assists in the screening, employment, and evaluation of credentialed and classified staff in the alternative education program.
7. Assists in the creation of district policy and procedures for alternative education programs necessitated by state and federal laws and guidelines as they relate to at-risk individuals and assists in inservicing alternative education program staff regarding these policies and procedures.
8. Organizes, participates and facilitates in the coordination of the SAM and SARB processes.
9. Submits reports and recommendations on policy, curriculum, and legally required data, as requested by the Alternative Education Principal and / or District. Assists in maintaining compliance of district alternative education programs with state and federal laws.
10. Assists the Alternative Education Principal in planning budgets and meeting all expenditure requirements for the alternative education programs.
11. Serves as the instructional leader for the following programs; Rocklin Independent Study and Mid-Year Intervention.
12. Assists in the ongoing development and evaluation of the alternative education program curriculum and ensures access to core curriculum materials for alternative education students.

13. Plans, designs and conducts strategies pertaining to curriculum development and implementation for instructional and/or vocational programs to meet the needs of alternative high school and adult students.
14. Act as the liaison with the Alternative Education Center program and the Rocklin Independent Study program with technology and other departments with the public at large.
15. Assists parents in participating in the alternative education processes including but not limited to identification of the educational, emotional and social needs, and the development of dispute resolution skills and techniques.
16. Assists in the articulation of at-risk programs in the District at all levels.
17. Supervises and assesses site personnel in the following programs; Rocklin Independent Study and Mid-Year Intervention.
18. Directs and coordinates the instructional assignments.
19. Responsible for student discipline in the following programs; Rocklin Independent Study and Mid-Year Intervention.
20. Provides general school campus supervision and security of buildings and grounds.
21. Other duties as assigned.

Knowledge of:

- Instructional curriculum and methods for alternative education.
- School program administrative techniques.
- District policies and procedures.
- State and federal regulations for alternative education.
- Budget preparation and control.
- Goals, objectives, and policies of the district.
- Interpersonal skills such as counseling, coaching, and mediation.
- Oral and written communications.
- Operation of personal computers and related software
- No Child Left Behind (NCLB) requirements.
- Interpersonal communication skills and organization skills
- Conflict resolution, mediation strategies
- Time management.
- Policies and objectives of assigned alternative education programs.

Ability to:

- Plan, organize, and administer programs.
- Train, supervise, and evaluate staff performance.
- Prioritize and schedule work.
- Prepare and monitor a budget.
- Explain and enforce policies and regulations.
- Establish and maintain effective relationships with others.
- Operate a personal computer and related software.
- Work additional hours as required

EDUCATION:

Graduation from a four-year accredited college or university. Master's Degree is desired.

EXPERIENCE:

Experience in leading curricular, instruction, and assessment programs with staff and administration and a minimum of three years' experience in education of at risk individuals.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's license

Valid California Teachers Credential

Valid California Administrative Services Credential

PHYSICAL REQUIREMENTS:

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 stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: July, 19, 2006

Revised: June 10, 2015

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.