

**SAN MATEO COUNTY OFFICE OF EDUCATION
ASSISTANT PRINCIPAL, COURT AND COMMUNITY SCHOOLS**

BASIC FUNCTION:

Under the supervision of the Court and Community Schools Principal, organize and direct the educational operations, activities and services at assigned sites in the Court and Community Schools Program.

ESSENTIAL DUTIES:

- Organize and direct the educational operations, day to day activities and services in Court and Community Schools at assigned sites;
- Develop, coordinate and oversee activities related to student discipline and behavior management in accordance with research based practices, established policies and procedures;
- Supervise student intake and placement functions, as assigned;
- Investigate and resolve issues, conflicts and complaints related to students;
- Supervise and oversee the development and implementation of Individualized Education Plans (IEP's) including participation in IEP meetings;
- Select, train, manage and evaluate the performance of assigned personnel;
- Collaborate and coordinate communication with the Probation Department personnel, SMCOE staff and outside organizations to coordinate activities and programs, resolve conflicts and exchange information in support of students' educational needs;
- Provide technical expertise, information and assistance to the Principal regarding assigned responsibilities and assist the Principal in the overall administration of the Court and Community Schools program;
- Assist in the coordination and delivery of professional development activities for staff that enhance understanding of effective educational practices, instructional material guidelines and instructional strategies to meet the unique needs of students in the program;
- Coordinate activities and personnel to assure facilities are cleaned, maintained and repaired in a proper and timely manner;
- Oversee, assist and participate in the preparation and maintenance of various records, reports and files related to programs, sites, students, and attendance;
- Coordinate, participate and conduct a variety of meetings in committees as assigned;
- Maintain current knowledge of educational methods, practices and standards related to assigned programs as well as related laws, codes, regulations, policies and procedures;
- Perform related duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES:

KNOWLEDGE OF:

- Special Education and Court and Community School programs;
- Curriculum standards and instructional strategies including interpretation and application in assigned programs;
- Policies and procedures concerning student discipline and behavior management;
- Principles and practices of supervision, teacher evaluations, and training;
- Behavior supports, interventions and other models for positive school climate, e.g., trauma-sensitive schools, PBIS, etc.;
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of County students. Local, State and federal standards and requirements governing assigned programs and sites;
- Interpersonal skills using tact, patience and courtesy.

SKILL AND ABILITY TO:

- Assist in the organization and direction of the educational operations, activities and services of Court and Community Schools;
- Coordinate communications, information and personnel to meet student education needs;

- Investigate and resolve conflicts and concerns in a timely manner with positive outcomes;
- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships with others;
- Analyze situations accurately and adopt an effective course of action;
- Prioritize and plan work to meet schedules and time lines;
- Work independently with little direction;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

- Master's degree or equivalent from an accredited college or university in education or related field
- Experience working with and supporting students of color, English learners, students with disabilities, and students living in poverty in their efforts to improve educational outcomes
- Experience as a site administrator and/or district office administrator in a middle or high school preferred
- Teaching experience in grades 6-12 level preferred

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential

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