

**SAN MATEO COUNTY OFFICE OF EDUCATION
PRINCIPAL, COURT AND COMMUNITY SCHOOLS
EDUCATIONAL SERVICES DIVISION**

JOB SUMMARY:

Under the direction of the Executive Director, Center for Access and Engagement, oversee, manage and direct all aspects of San Mateo County Juvenile Court and Community Schools including the instructional program, evaluation and supervision of professional level and support staff; coordinate and maintain cooperative working relationships with the San Mateo County Probation Department, outside agencies as well as the general public and perform related duties as assigned.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Master's degree or equivalent from an accredited college or university in education or related field;
- Increasingly responsible administrative experience working with educational programs and services;
- Experience working with Students of Color, English Learners, Students with Disabilities, and students living in poverty and supporting schools in their efforts to improve the achievement of all students;
- Experience as a site administrator and/or district office administrator in a middle or high school district preferred;
- Teaching experience at the grades 6-12 level preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential.

ESSENTIAL DUTIES:

- Oversee, manage, and direct all aspects of the Juvenile Court and Community Schools' programs;
- Lead the effort to provide an effective instructional program for students including development, design and implementation of appropriate assessment, curriculum and instructional strategies;
- Oversee the development, implementation and monitoring of various required plans including LCAP, SPSA and CPM;
- Supervise, and evaluate teaching and support staff;
- Develop and maintain cooperative working relationships with the San Mateo County Probation Department, school districts, various agencies and the general public;
- Prepare and present a variety of reports, records, and statistical data regarding school activities, attendance, physical maintenance, and instructional needs and services;
- Plan, prepare, and monitor Juvenile Court and Community Schools' budgets;
- Design, implement, and monitor admissions, policies, intake process, attendance rules and regulations, policies, procedures, and service programs;
- Oversee and monitor the efficient and effective operation of physical systems and security of the Court and Community Schools;

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- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles, theories, practices, methods, and techniques used in classroom instruction for Juvenile Court wards and at-risk students;
- Federal, state and local laws, codes, ordinances, and regulations as they pertain to Juvenile Court and Community Schools;
- Evaluation and assessment techniques used to determine effective teaching and instructional methods;
- Management principles and practices in relationship to budget administration, purchasing, financial administration, and records system maintenance;
- School attendance rules and regulations, planning, evaluation, and monitoring techniques, funding sources and reporting regulations.

SKILLS AND ABILITY TO:

- Provide leadership in the areas of curriculum and instruction;
- Plan, develop, and manage the Juvenile Court and Community Schools' program;
- Build and motivate effective learning/counseling rehabilitation teams;
- Plan, prepare, and monitor contracts, leases, and other agreements within the prescribed guidelines;
- Interpret and manage laws, codes, and regulations as they pertain to Court and Community Schools' program;
- Facilitate meetings with positive outcomes;
- Manage conflicts in a productive and timely manner;
- Work effectively as part of a team;
- Analyze situations accurately and adopt effective courses of action;
- Work independently with little direction;
- Prepare and maintain various records, reports, and files.

WORKING CONDITIONS: *The characteristics described below 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.*

ENVIRONMENT:

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat.

- Office environment: constant interruptions;
- Driving a vehicle to conduct work;
- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings and workshops.

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.