

Sacramento County Office of Education Job Description
CLASSIFICATION TITLE: Program Administrator, Alternative Education
Strategic Initiatives

DEFINITION

Under general direction, coordinates and implements strategic initiatives aligned to the Local Control and Accountability Plan (LCAP) to support student achievement within Sacramento County Office of Education (SCOE) alternative education programs; provides leadership and guidance to program administrators and collaborates with internal and external partners to advance equity-focused school improvement efforts; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES

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

Strategic Program Development and Leadership

- Develops, implements, and monitors strategic initiatives and supplemental programs that align with organizational goals and the school mission, ensuring compliance with LCAP, School Plans for Student Achievement (SPSAs), grant requirements, and state and federal regulations, while promoting student engagement through expanded learning, summer programs, and community based activities;
- Provides educational leadership for Court and Community Schools by administering services and support systems to prepare at-promise and justice-involved students for college, careers, and community engagement;
- Leads department implementation of the California Community Schools Framework in collaboration with the program director and the Community School Steering Team, integrating academics, health, and social services to support whole-child development.

Instructional Leadership and Staff Development

- Guides the development and implementation of a cohesive curriculum, instruction, and assessment system aligned with California State Frameworks and academic standards;
- Selects, trains, and supervises assigned professional, technical, and clerical staff, ensuring clarity of roles and responsibilities;
- Provides ongoing coaching and mentorship to build leadership capacity and instructional expertise;
- Designs and implements individualized and team-based professional development plans and learning opportunities for teachers and administrators aligned with organizational goals and staff growth needs to support positive outcomes for all students;
- Evaluates staff performance using established standards, incorporating growth-oriented practices and actionable feedback.

Equity, Whole-Child Support, and Community Engagement

- Guides school leaders in addressing systemic inequities and implementing culturally responsive practices to support diverse student groups;
- Promotes safe, inclusive, and culturally relevant environments to support the academic and social-emotional success of all students;
- Coordinates integrated systems of support to address students physical, social-emotional well-being, and academic achievement;

- Establishes and maintains collaborative partnerships with school teams, community organizations, local school districts, and businesses to enhance student supports and learning opportunities;
- Facilitates communication and shared decision-making among educational partners, ensuring opportunities for feedback and reflection;
- Serves as a liaison between educational programs and the broader community, including businesses and post-secondary institutions.

Data, Compliance, and Resource Management

- Develops and implements assessment tools and data analysis to evaluate program effectiveness, measure student progress, and guide continuous improvement efforts;
- Ensures compliance with contract requirements, district policies, and state and federal mandates, including timely submission of reports and deliverables.
- Prepares and manages program budgets, aligning expenditures with departmental objectives.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a valid California Administrative Services Credential and either a California Teaching Credential based on bachelor's degree and student teaching or a Pupil Personnel Services Credential required;
- Master's degree in education or a related field is desired.
- Minimum of four years of experience working in a public education setting, and successful experience as a classroom teacher, counselor, or other certificated staff member required;
- Demonstrated successful administrative experience including delivery of professional learning for educators required;
- Desired experience includes the planning, development, and implementation of community schools, and support of alternative education programs.

Knowledge of:

- State curriculum standards and frameworks, multi-tiered systems of support (MTSS), and best practices in teaching and assessment;
- California Community Schools Framework and integrated support systems for whole-child development;
- LCAP, SPSA, and Community Schools grant requirements;
- Strategic planning, educational practices and support systems for alternative education settings, including Court and Community Schools and justice-involved youth;
- Current trends and best practices related to educational equity, inclusivity, and Culturally and Linguistically Responsive pedagogy to meet the needs of diverse student populations;
- Academic and social-emotional learning research and the developmental processes of adolescents;
- Principles of effective project management, data collection, data-driven decision-making, and program evaluation;
- Group dynamics, facilitation techniques, and effective written and oral communication skills to work with individuals from diverse backgrounds;
- Community engagement strategies and partnership development;
- Professional development models and adult learning theory;
- Techniques of budget development and management;
- Applicable laws, codes, regulations, and policies related to educational programs;
- Principles of effective supervision, including personnel selection, training, observation, and evaluation.

Skill and Ability to:

- Provide effective leadership and supervision to staff and educational teams;

- Plan, implement, and evaluate strategic initiatives aligned with organizational goals and educational priorities;
- Guide curriculum, instruction, and assessment practices to support student achievement;
- Facilitate inclusive decision-making processes and engage diverse education partners in collaborative planning;
- Design and facilitate professional learning experiences for educators and administrators;
- Coach and mentor school leaders to build instructional leadership capacity;
- Apply culturally and linguistically responsive practices to support equity and inclusivity in educational settings;
- Analyze and interpret data to inform decision-making and continuous improvement;
- Communicate clearly and effectively in both oral and written forms with diverse audiences;
- Build and maintain collaborative relationships with internal teams, school sites, community organizations, and external partners;
- Manage program budgets and ensure compliance with applicable laws, policies, reporting and grant requirements;
- Navigate complex systems and lead change efforts that support whole-child development and student achievement;
- Evaluate staff performance using established standards and actionable feedback.

Other Characteristics:

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

2/2026