

**SACRAMENTO COUNTY OFFICE OF EDUCATION**  
**CLASSIFICATION TITLE: Director, Alternative Education School**  
**Partnership Programs**

**DEFINITION**

Under general direction leads, plans, and directs the implementation of Alternative Education School Partnership Programs; Leads and sustains staff, district, and community partnerships, to ensure effective student transitions to Local Educational Agencies (LEAs), post-secondary education, and workforce opportunities.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**SUPERVISION OVER**

Classified and certificated 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.)

**Program Planning, Coordination, and Implementation**

- Plans, organizes, coordinates, directs, and evaluates the overall operation of Alternative Education School Partnership Programs, including the CARE and Promise Programs, to ensure they meet the diverse needs of students and their families and align with Sacramento County Office of Education's (SCOE) locally adopted accountability goals;
- Develops, implements, reviews, and revises curriculum, objectives, and instructional programs based on State and local content standards, utilizing input from staff, students, parents, outside agencies, school districts, and the community;
- Provides coaching and support to teachers in the design and implementation of effective lessons and instructional practices;
- Coordinates professional learning to promote positive and effective instruction;
- Develops and implements student intervention programs in collaboration with districts, including student assessment and placement systems;
- Leads regional networks to support intervention programs, professional learning, and initiatives;
- Maintains student records including report cards, transcripts, individual learning plans, and other related documentation;
- Collects and analyzes student assessment data to evaluate progress, program effectiveness, and outcomes;
- Prepares and provides quarterly data and progress reports for participating districts;
- Coordinates staff and student orientation and recognition programs;
- Coordinates transition activities and designs programs that support school-to-career pathways, including career exploration, work-based learning, and employer partnerships for internships, mentorships, and pre-apprenticeships;
- Collaborates with the Student Programs management team to ensure departmental goals align with student, district, business, and community needs, while supporting program planning through data analysis and evaluation to address current and emerging priorities;
- Establishes and maintains cooperative working relationships and effective communication with program partners, including Sacramento County Probation, school districts, community organizations, local business, and other agencies.

**Administration and Resource Management**

- Implements and ensures compliance with Board policies, Administrative Rules and Regulations, and collective bargaining agreements;
- Selects, assigns, trains, supervises, and evaluates staff;
- Monitors and addresses staff, student, and parent concerns, and communicates relevant feedback to school site administration to ensure appropriate resolution;

- Provides and coordinates professional learning activities to support effective performance and positive student outcomes;
- Assesses program needs and establishes funding priorities aligned with the Single Plan for Student Achievement (SPSA) and Local Control and Accountability Plan (LCAP);
- Prepares, and administers budgets and exercises proper financial controls;
- Evaluates program effectiveness and implements measures to enhance program efficiency;
- Leads and coordinates facility operations, including regular inspections, maintenance, and safety measures, to ensure campuses and other sites are well-maintained and provide a safe learning environment for students and staff.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Possession of a valid California administrative services credential and demonstrated successful school-site administrative leadership experience required;
- Experience as a classroom teacher, counselor, or other certificated staff member supporting students who face challenges to their academic and personal success.

### **Knowledge of**

- State curriculum standards, frameworks, and multi-tiered system of supports;
- Local, state, and federal resources, requirements, laws, codes, regulations, policies, and procedures governing educational programs;
- Current trends and best practices regarding educational equity, family and community engagement, and inclusivity;
- Strategies to increase equity and access for all students;
- Curriculum development, program development and evaluation;
- Research, evaluation, strategies, theories, techniques, and instructional and assessment methods related to academic, social, and emotional learning;
- Methods to support and meet the needs of a diverse population of students, which includes students with disabilities, multilingual learners, and other priority student populations;
- Best practices for supporting students who face challenges to their academic and personal success, including those that are justice involved;
- Developmental processes and needs of youth;
- Educational and community resources and services;
- Effective methods in the development and delivery of professional learning;
- Effective classroom instruction and assessment methodologies;
- Student grade and attendance reporting and disciplinary procedures;
- Diverse cultural, educational, and social needs of students and adults;
- Effective supervision techniques including personnel selection, training, observation, assessment and evaluation;
- Principles of funding, budget development and management;
- Methods of data collection and analysis;
- Interpersonal skills using tact, patience and courtesy;
- Operation of standard office equipment;
- Standard software applications and video-conferencing platforms.

### **Skill and Ability to:**

- Provide direction and positive leadership;
- Develop and maintain an inclusive team that focuses on student achievement;
- Engage staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning
- Plan, develop, and facilitate professional learning activities;
- Effectively transmit knowledge and skills to others;
- Develop measurable goals and objectives and evaluate progress toward achievement;
- Set priorities and make decisions on a variety of complex matters;
- Organize and prioritize work;
- Meet schedules and timelines;
- Collect and analyze data;

- Prepare, monitor, and maintain budgets;
- Maintain accurate and accessible records;
- Communicate effectively in both oral and written forms with diverse groups;
- Establish and maintain cooperative working relationships with clients and staff;
- Interpret and apply laws;
- Conduct meetings and professional learning programs with instructors and staff;
- Select, train, supervise and evaluate staff;
- Integrate the use of technology to enhance job performance.

**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.

12/2025