

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**DIRECTOR II, ALTERNATIVE EDUCATION  
(Court and Community Schools)**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Administrator Division of Student Services

**ESSENTIAL FUNCTIONS:**

1. Develop and maintain and exemplary instructional program in institutions served by the County Superintendent.
2. Develop, maintain and monitor budgets associated with assigned programs.
3. Ensure compliance with all legal and institutional requirements as they relate to the academic program.
4. Develop and maintain knowledge and use of current practices by teachers and supervisors.
5. Follow all written and verbal requests of the Division Administrator.
6. Coordinate County Office and institutional resources to maximize the quality of educational programs.
7. Recruit and retain qualified staff.
8. Comply with all regulations and policies of the County Superintendent.
9. Other duties will be assigned by the Division Administrator as needs arise.

**MINIMUM QUALIFICATIONS:**

- A. Personal Qualifications:
  1. A command of knowledge and willingness to stay abreast of current trends, innovations, and practices in Community/Court and alternative education.
  2. Knowledge of and willingness to stay abreast of current trends, innovations and practices in elementary and secondary education.
  3. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools.
  4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
  5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Enthusiasm for and commitment to assigned tasks.
2. Command of general information about how children develop, act, think, learn and feel.
3. The ability to establish an appropriate working relationship with individuals or groups.
4. Possession of a broad repertoire of teaching skills.
5. Sincere interest in the development and operation of institutional schools and knowledge of suitable curriculum and organization.
6. Ability to provide leadership in committees, workshops, and various types of group meetings.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS**

A. Education:

1. Administrative credential.
2. Master's or Doctor's degree.

B. Experience:

1. Two years' successful teaching experience.
2. Three years' successful administrative experience.

TS: gs

10/2/2012

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