

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL, CAREER EDUCATION

BASIC FUNCTION:

Under the direction of the Executive Director, Career Education, plan, organize and control school programs and activities to provide educational and administrative leadership to the professional staff and students a designated county school site and community classrooms; plan, direct and supervise the work performed by teachers, professionals and others at the school site and community classrooms; develop and monitor the site budget; communicate with other schools, outside agencies, parents, students, businesses, and the public; provide responsible and professional staff assistance and management in the education program.

REPRESENTATIVE DUTIES:

Plan, direct, assign and supervise the CEC education programs conducted within the assigned school site and community classrooms;

Direct and monitor support activities to assure proper implementation of educational programs, such as facilities maintenance, clerical assistance, and transportation coordination;

Interview, hire, train, supervise and evaluate assigned classified and certificated staff; discipline, terminate and recommend increases for assigned staff according to established procedures, guidelines and principles;

Plan, coordinate and participate in meetings and conferences to discuss appropriate integration procedures with students who have disabilities;

Plan, prepare and monitor budget for assigned school site and community classrooms; review and approve expenditure requests according to established procedures;

Direct and assist assigned staff and conduct conferences, meetings, in-service workshops, demonstrations and periodic classroom visits;

Plan, coordinate and review staff development at assigned school site; analyze and recommend appropriate measures to comply with State and federally mandated and appropriate instructional practices;

Communicate with students, teachers, caseworkers, parents and other school officials and discuss a variety of educational school-related issues, problems and concerns;

Maintain an efficient, safe and effective operation of school facilities and security; approve and monitor maintenance services provided in-house and by outside contractors; inspect and improve on-site instructional equipment; maintain security and inventory of assigned equipment;

Prepare and present a variety of reports, records and statistical data regarding school site

activities, attendance, physical maintenance and instructional needs and services;

Participate and attend a variety of meetings, conferences and other gatherings representing the CEC and County Office as assigned;

Confer with parents and social service agencies regarding instructional and special education needs of general classroom and disabled students;

Prepare and maintain a variety of records and reports required for compliance of state, federal and district laws, codes, rules, regulations, policies and procedures;

Promote positive coverage of school activities and programs;

Plan, coordinate and implement extended school year programs and

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of school programs, activities and services;

Students' and parents' rights and due process;

Career Education content standards;

Budget preparation and control;

Curriculum development and implementation;

Evaluation strategies;

Teaching theories and techniques;

Implementation of IEP's;

Principles and practices of administration, supervision and training;

Policies and objectives of CEC Department programs and activities;

Applicable sections of the State Education Code and other applicable State and federal laws, codes, regulations, policies and procedures related to the operation of a CEC, including Title V;

Child Labor Laws, Labor Market Information, Occupational Classification Systems;

Workforce Preparation Systems and Career Guidance;

VCOE organization, operations, policies and objectives;

Interpersonal skills using tact, patience and courtesy; and

Oral and written communication skills.

ABILITY TO:

Plan, organize and control school programs and activities to provide educational and administrative leadership to the professional staff and students at designated County school site and community classrooms;

Plan, direct and supervise the work performed by teachers, professionals and others at the school site and community classrooms;

Communicate with other schools, outside agencies, parents, students and the public;

Provide responsible and professional staff assistance and management in the education program;

Train, supervise and evaluate the performance of assigned staff;

Prioritize and schedule work;
Prepare, administer, monitor and control an annual school plan and budget;
Interpret, apply, explain and enforce rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and time lines;
Prepare comprehensive narrative and statistical reports;
Prepare and deliver oral presentations;
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files; and
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Master's degree with course work in education, or administration and five years teaching experience or its equivalent, including some experience working with career education students at a comprehensive campus.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Credential and applicable Teaching Credential or its equivalent; valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside and outdoor environmental conditions; a standard office environment with frequent distractions and interruptions; and interactions with members of the public. Evening work will be required.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print;
Hearing and speaking to exchange information and assist students in instructional activities;
Dexterity of hands and fingers to operate a computer and standard office equipment;
Carry and/or operate a variety of equipment; and
Sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:

Exposure to community members, students, parents, and personnel who may become hostile, disorderly, or exhibit physically aggressive behavior.