

## OPERATIONS SPECIALIST - ALTERNATIVE EDUCATION

### BASIC FUNCTION:

Under the direction of the Principal of an Alternative Education Program, plan, organize and coordinate the operations of a variety of Alternative Education, Independent Study and Home and Hospital programs; implement and assure compliance with laws, policies and procedures related to assigned programs; train and coordinate the work of assigned staff.

### REPRESENTATIVE DUTIES:

- Plan, organize and coordinate the operations of a variety of Alternative Education and Independent Study programs; create and implement office procedures. **E**
- Implement and assure compliance with laws, policies and procedures related to assigned programs; maintain knowledge of applicable sections of the Education Code related to the programs; update instructors and staff of new State laws; create and maintain legal documents; audit student files for legal compliance to verify ADA. **E**
- Monitor and input attendance in student information system; verify instructor time sheets. **E**
- Monitor Independent Study budgets; price, order and maintain instructional materials and supplies as needed. **E**
- Compose letters, memos and records related to assigned programs; prepare related reports as required; audit student files; monitor and review reports. **E**
- Administer orientation of new students and parents with Counselor. **E**
- Communicate with District and school administrators, instructors, staff and outside organizations to discuss student progress and attendance, resolve issues or concerns, coordinate activities or exchange information; conduct staff and instructor meetings. **E**
- Issue and record work permits, AFDC and social security. **E**
- Coordinate the transfer of students to the high schools; work with high school staff regarding graduates and withdrawn students. **E**
- Input student grades assigned by Independent Study Instructors into student information system. **E**
- Operate a computer and other office equipment as assigned. **E**
- Perform related duties as assigned.

### KNOWLEDGE OF:

Operations, policies and objectives of Alternative Education and Independent Study programs.

Laws, codes, rules and regulations related to assigned programs.

District policies, procedures and curriculum.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Operation of a computer and other office equipment.

Budget preparation, maintenance and control.

Principles and practices of training and provide work direction to others.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Plan, organize and coordinate the operations of a variety of Alternative Education and Independent Study programs.

Implement and assure compliance with laws, policies and procedures related to assigned programs.

Train and coordinate the work of assigned staff.

Monitor and maintain assigned budgets.

Prepare and maintain comprehensive narrative and statistical records and reports.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Plan and organize work.

Work independently with little direction.

Work confidentially with discretion.

Operate standard office equipment.

Compose correspondence independently.

Interpret and implement State and federal regulations related to the program.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, office management, secretarial science or a related field and four years increasingly responsible secretarial or office management experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

7/1/15

SMJUHSD

Range 24