SAN MATEO COUNTY OFFICE OF EDUCATION
ASSISTANT PRINCIPAL, COURT AND COMMUNITY SCHOOLS

BASIC FUNCTION:
Under the supervision of the Court and Community Schools Principal, organize and direct the educational operations, activities and services at assigned sites in the Court and Community Schools Program.

ESSENTIAL DUTIES:
- Organize and direct the educational operations, day to day activities and services in Court and Community Schools at assigned sites;
- Develop, coordinate and oversee activities related to student discipline and behavior management in accordance with research-based practices, established policies and procedures.
- Support student and staff with the procedure and progress of the student incentive programs.
- Supervise student intake and placement functions as assigned.
- Investigate and resolve issues, conflicts and complaints related to students
- Supervise and oversee the development and implementation of Individualized Education Plans (IEP's) including participation in IEP meetings;
- Select, train, manage and evaluate the performance of assigned personnel;
- Collaborate and coordinate communication with the Probation Department personnel, SMCOE staff and outside organizations to coordinate activities and programs, resolve conflicts and exchange information in support of students' educational needs;
- Provide technical expertise, information and assistance to the Principal regarding assigned responsibilities and assist the Principal in the overall administration of the Court and Community Schools program;
- Assist in the coordination and delivery of professional development activities for staff that enhance understanding of effective educational practices, instructional material guidelines and instructional strategies to meet the unique needs of students in the program;
- Coordinate activities and personnel to assure facilities are cleaned, maintained and repaired in a proper and timely manner;
- Oversee, assist and participate in the preparation and maintenance of various records, reports and files related to programs, sites, students, and attendance;
- Coordinate, participate and conduct a variety of meetings or committees as assigned;
- Maintain current knowledge of educational methods, practices and standards related to assigned programs as well as related laws, codes, regulations, policies and procedures;
- Perform related duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES:

KNOWLEDGE OF:
- Special Education and Court and Community School programs;
- Curriculum standards and instructional strategies including interpretation and application in assigned programs;
- Policies and procedures concerning student discipline and behavior management;
- Principles and practices of supervision, teacher evaluations, and training;
- Behavior supports, interventions and other models for positive school climate, teaching, 62Tf 0.45709 Tc 0. (sra)-1.6 (pu. [
  standards and requirements governing assigned programs and sites;
  - Interpersonal skills using tact, patience and courtesy.

SKILL AND ABILITY TO:

- Assist in the organization and direction of the educational operations, activities and services of Court and Community Schools;

- A strong trauma informed lens and ability to support staff and students in a social emotional attuned environmen while utilizing restorative methods;
- An ability to support and lead a student-centered environment where students have agency