



Fremont Union High School District

Position: Director of Educational Options

Work Year: 216 days

Summary of Basic Functions & Responsibilities

Under the direction of Teaching and Learning, the Director of Educational Options will develop and provide alternatives for students at risk and promote school safety in accordance with the laws of California and the policies, procedures and regulations of the Fremont Union High School District.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Serve as director of alternative schools and programs.
- Provide administrative leadership to programs in partnership with De Anza College including:
 - Middle College
 - College Now
 - Concurrent Enrollment
- Work with leadership at Adult Education to coordinate student access to post-secondary programs and opportunities.
- Provide administrative support to Summer School.
- Work with others in the department and schools to develop and support options and partnerships that enhance educational opportunities for FUHSD students.
- Oversee campus climate and student discipline.
- Facilitate the expulsion process including oversight to expulsion investigations and reports.
- Collect, analyze, maintain and report data such as crime data and school climate data.
- Develop and provide interventions to address student needs such as truancy, behavior, and social-emotional well-being.
- Chair the Placement Advisory Committee and serve as the district liaison at Santa Clara County Office of Education attendance appeals.
- Coordinate oversight of and support to students who are foster youth
- Work with the guidance staff and school leadership teams to ensure they are aware of all educational options and alternative programs available to students.
- Provide curricular support and direction to the district as needed.
- Address issues of compliance and support investigations as assigned by the director's supervisor.
- Work to resolve student, parent, staff and citizen issues within a diverse community.
- Supervise and direct support staff and administrators within the director's areas of responsibility.
- Make reports to the Superintendent and Board of Trustees as required.
- Perform other duties as assigned by the director's supervisor.

Qualifications

Education:

- Required:
 - B.A. or B.S.
 - Credential: Valid Administrative Credential, Secondary Administrative or General Administrative Credential
 - A valid driver's license.
 - Fingerprint clearance from the Department of Justice.
- Desirable:
 - M.A. or M.S

Experience:

- Required: Five years, or more, experience at the secondary level
- Desirable: Previous administrative experience in the areas of school and community services

Personal:

- Character, personality, social interaction skills for working with staff, students, parents, community groups, agencies, and organizations
- Ability to interact effectively with a diverse student and staff population
- Understand and work effectively with people from different cultures

Working Conditions:

- Environment: Indoor, office setting. Occasional public contact with emotional, dissatisfied, or demanding individuals.
- Physical Requirements: Hearing and speaking to exchange information and on the telephone; seeing to read, prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.