

**Tri-Valley Regional Occupational Center/Program  
Board Policies and Administrative Regulations**

**SERIES 2000 – ADMINISTRATION**

|   |      |       |
|---|------|-------|
| Superintendent .....  | 2110 | BP/AR |
| Director, Business and Personnel Services.....                      | 2120 | BP/E  |
| Director, Instructional and Student Support Services.....           | 2121 | BP/E  |
| Director I, Program Support Services / Correctional Education ..... | 2122 | BP/AR |
| Coordinator, Support Services .....                                 | 2123 | BP/AR |
| Curriculum Coordinator / Administrator, Jail Education.....         | 2130 | BP/AR |
| Principal, Correctional Education .....                             | 2131 | BP/AR |
|   |      |       |
| Organizational Structure.....                                       | 2200 | AR    |
|   |      |       |
| Absence of an Approved Policy & Procedure.....                      | 2300 | BP    |
|   |      |       |
| Nepotism .....  | 2400 | BP/AR |

**Superintendent**

In accordance with the Joint Powers Agreement, the Chief Executive Officer will be the "Superintendent" with the overall responsibility of coordinating and supervising a program of vocational education.

An agreement will be established annually as to the term of employment of the Superintendent by the Governing Board.

The Superintendent is not a part of the Board but serves at the pleasure of the Board.

Legal Reference:

Education Code 35034

### **Superintendent**

The Superintendent will be responsible only to the Governing Board and will have administrative and supervisory authority over all other employees of the TVROCP. He/she will hold at least a Master's degree and a valid California Credential authorizing service as Superintendent.

### **Appointment**

The Governing Board will appoint the Superintendent for a term not to exceed four years.

If at any time, in the opinion of a majority of the Board, his/her services are unsatisfactory, he/she will be notified and given an opportunity to correct the condition.

### **Responsibilities**

The Superintendent will serve as the chief executive officer of the Governing Board and will be charged with the responsibility of implementing the policies of the Board. He/she will prepare the agenda for each meeting of the Board, will attend all meetings, unless excused by the Board Chairperson, will be Secretary to the Board, will be responsible for the minutes, and will participate in all deliberations of the Board when such deliberations do not involve the terms of his/her employment.

He/she will:

- a. provide overall leadership for the educational program and operation of the ROP and present to the Board and to the staff such plans for education in the ROP as will, in his/her opinion, serve to improve the total educational program under his/her supervision;
- b. administer the ROP in conformity with the adopted policies of the Board, the rules and regulations of the State Board of Education, the State Department of Education, and in accordance with state law;
- c. develop administrative principles and procedures for implementing Board policies originating from the Board;
- d. recommend employees for appointment, demotion, transfer, dismissal, and promotion in accordance with the policies of the Board;
- e. assign instructional and non-instructional personnel with approval of the Board and hold them responsible for the efficient fulfillment of their assignments;

**Superintendent**

- f. belong to such civic, service, social, and other organizations as are feasible, acting in such a manner as will provide a favorable image of the ROP and its personnel;
- g. prepare and submit to the Board for approval the courses of study and curricula to be offered in the ROP;
- h. select and recommend for adoption all textbooks and supplementary materials;
- i. submit to the Board at least 60 days before the end of the fiscal year, an estimate of the receipts and expenditures for the ensuing year;
- j. employ or authorize the employment of all non-teaching personnel as provided in the annual budget of the ROP or as approved by the Board;
- k. submit financial and other reports to the ROP to keep it informed of the current status of the ROP's fiscal and other affairs;
- l. with the ROP staff, develop recommendations to the Board for the improvement of the ROP and the instructional program;
- m. determine the need for additional facilities, recommend to the Board plans for meeting the need and work with architects selected by the Board in planning additional facilities requires;
- n. within the limits of funds budgeted for this purpose, attend at the expense of the ROP, professional meetings of state and national scope, and provide for attendance of other members of the ROP staff for the purpose of keeping informed of current progress in education to ensure that the ROP will be kept abreast of the times;
- o. be responsible for the planning, developing, and implementing the public information program of the ROP;
- p. perform such other duties as the Board may determine;
- q. provide for inservice training of all personnel, certificated, and classified;
- r. report to the Board, verbally or in writing, at such times as it may seem fit or when the Board may require, the condition and progress of the ROP;

**Superintendent**

- s. forms advisory committees to aid in formulating policies and procedures for carrying out the work of the ROP;
- t. delegate to subordinated any of the powers and duties of the Superintendent which may be delegated, provided that the Superintendent will retain responsibility for any functions so delegated.

**Superintendent as Representative in Signing Federal Documents**

The Superintendent will be the authorized representative of the ROP in signing necessary federal documents, unless otherwise authorized by the Board.

**Representative to Accept Surplus Properties**

The Superintendent will recommend the persons authorized to accept surplus properties.

**Determination of Work Year of Administrative Staff**

The work year of the administrative staff will be determined by the ROP Superintendent. It will be understood that all administrative personnel have year-round responsibilities and are subject to call at any time by the Superintendent.

**Supervision Exercised or Received**

- a. directly responsible to the Tri-Valley Regional Occupational Center/Program Governing Board.

Legal Reference:

Education Code

35034 Superintendent of Schools in certain unified districts

35035 Additional powers and duties of superintendent

**Regulation**

**Approved:** October 28, 1993

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**

**Livermore, CA**

**BUSINESS AND PERSONNEL SERVICES MANAGER**

The Business and Personnel Services Manager reports directly to the Superintendent and is responsible for ensuring that the goals of the Governing Board and the Superintendent are met.

The Business and Personnel Services Manager, under the direction of the Superintendent, provides leadership, and directs and oversees the development, planning, organization, supervision, evaluation, and implementation of TVROCP business and personnel services. The Business and Personnel Services Manager is responsible for the financial services necessary to maintain ROP operational solvency. This includes, but is not limited to, budgeting, maintaining adequate records of transactions, interpreting the financial soundness of all transactions, and preparing reports. The Business and Personnel Services Manager is responsible for the supervision, evaluation and staff development of certificated and classified staff as assigned.

In the absence of the Superintendent, the Business and Personnel Services Manager serves as the acting Superintendent.

**Policy**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**

**Adopted:** January 24, 2008

**Livermore, CA**

**Revised:** June 3, 2010 (position title only)

**BUSINESS AND PERSONNEL SERVICES MANAGER****JOB DESCRIPTION**

Business and Personnel Services Manager

*Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.*

**TITLE:** BUSINESS AND PERSONNEL SERVICES MANAGER

**CLASSIFICATION:** Senior Management in the Classified Service

**REPORTS TO:** Superintendent

**SUMMARY:**

Under the direction of the Superintendent, the Business and Personnel Services Manager plans, organizes, develops, monitors, and directs all operations of the Business and Personnel Services Department in a wide variety of business and administrative services to support the educational program; including budgeting/finance accounting, payroll, contracted services, technology, risk management, facilities and purchasing. The Business and Personnel Services Manager prepares the Program's annual budget by providing budget assumptions and consolidating budgets from all Program activities; monitors income and expenditure data in the course of the fiscal year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Example of Duties)*

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.*

Performs supervisory and individual duties, which include but may not be limited to:

- Directs the budget development and long-range financial planning of the TVROCP
- Prepares the annual budget in cooperation with appropriate staff members.
- Provides leadership in the direction of accounting for program funds with appropriate budget controls and financial record keeping.
- Interprets monitors and reports the financial status of the TVROCP to the Governing Board, participating districts and community.
- Directs reviews and approves all Business Services reports and proposals prior to presentation to the Board, and/or local, state and federal agencies, and communicates relevant information to the Board to assist with their policy-making decisions.
- Directs a comprehensive personnel program for management, certificated and classified employees of the TVROCP including the maintenance of an automated system for position control.
- Assists the Superintendent in the formulation of policies and procedures.

**BUSINESS AND PERSONNEL SERVICES MANAGER**

- Responds promptly to requests of internal and external clients; provides needed information, assistance, training, materials, and resources.
- Works with ACSIG, EBSIG and other vendors regarding Worker's Compensation records and claims.
- Supervises and evaluates support staff performing duties related to TVROCP's purchasing, receiving, payroll, accounting and other related activities as assigned.
- Acts as advisor to the Superintendent on all matters related to the business, facilities, risk management, personnel, and financial affairs of the TVROCP.
- Prepares mandated governmental agency reports.
- Oversees, reviews, develops and negotiates business services, facilities and vendor contracts.
- Establishes and maintains clear lines of communication with business managers of participating districts, County Office, State Department of Education/ Finance and other business related agencies.
- Recruits, hires, trains, supervise and evaluate business, personnel and maintenance support personnel.
- Develops annual budget and long-range financial planning in cooperation with instructors and management team.
- Compiles and prepares revenue projections based on ADA data.
- Oversees and directs all donations to the TVROCP.
- Oversees and coordinates audits
- Manages and oversees facilities, inventory and contracts.
- Responsible for own professional growth and development and remains current in school business and personnel management.
- Performs a variety of other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**KNOWLEDGE, SKILLS AND ABILITIES:****Knowledge of:**

- TVROCP policies and procedures.
- Goals, policies, procedures and objectives of the Superintendent's Office, Governing Board and TVROCP member districts.
- Education Code, laws, rules and regulations pertaining to schools, joint powers agencies, Governing Boards and personnel administration.
- Fund accounting and auditing principles.



**BUSINESS AND PERSONNEL SERVICES MANAGER**

- Management Information Systems, (LAN-WAN-Internet connectivity) personal computer functionality.
- Software which incorporates word-processing, e-mail, internet access; spreadsheets.
- Sophisticated financial accounting software.
- California state laws and educational regulations regarding accounting; risk management; attendance accounting; payroll; purchasing and inventory.
- Knowledge of California School Accounting Manual, categorically funded programs, SACS reporting, FICMAT, and QSS software.
- Principles, theories, practices, methods and techniques used in business and personnel services.
- Evaluation and assessment techniques, means of supervision and performance evaluation and program planning.
- Codes, laws, regulations and other requirements which apply to Career Technical Education/Regional Occupational Centers and Programs, Adults in Correctional Facilities and Education in general.
- Student database system.
- Personnel rules and regulations.
- Goals and policies of the Human Resources/Personnel Office operations.
- Office equipment such as computer, printer, fax machine, photocopier, electronic dictation.
- Operation of computer, peripherals and assigned hardware and software.
- Programs and services of TVROCP.

**Skill and/or Ability to:**

- Supervise and direct a business and personnel office staff to ensure accuracy, efficiency and effectiveness.
- Instruct in administrative procedures.
- Utilize state of the art management information systems.
- Maintain, monitor and reconcile financial and personnel records, accounts and funds.
- Maintain inventory.
- Manage and monitor special projects.
- Analyze and resolve problems.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Analyze data and make appropriate recommendations for fiscal and budgetary actions.
- Design long-range plans.
- Function under limited time constraints.
- Prepare and present oral and written reports.

**BUSINESS AND PERSONNEL SERVICES MANAGER**

- Provide professional, helpful and friendly assistance to the staff, member districts and the public.
- Effectively plan, coordinate and conduct workshops, seminars and meetings.
- Plan, develop, recommend and implement procedures and systems that are designed to ensure the TVROCP mission, goals and objectives are met.
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Identify program and department needs, provide leadership and direction to the program, departments and staff maintaining a participative management relationship with the Superintendent, peers, subordinates and community stakeholders.
- Communicate effectively and openly with staff, students, community and school personnel, both orally and in writing.
- Ability to access, assimilate, produce, analyze, and evaluate data and prepare reports and sound recommendations for school operations.
- Formulate, implement, and/or coordinate effective business and personnel services.
- Prepare clear and concise reports and recommendations.
- Proficient in the application of MS Word, Excel, Access, PowerPoint, Outlook and ability to apply general database management skills.

**QUALIFICATIONS, EDUCATION and/or EXPERIENCE:**

*The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.*

- Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in accounting, finance, business administration, public administration, or other pertinent field.
- Minimum requirements: A minimum of two (2) years college level course work in accounting with four years of progressively responsible fiscal, budget, personnel, and related business supervisory/ management experience in a business setting.
- Desired requirements: completion of college with BA in Business Administration and three years experience in an educational setting.
- Excellent work history, verifiable reliability, responsibility, interpersonal skills and work habits.
- Valid California Motor Vehicle Operator's License
- Employability eligibility includes Tuberculosis (TB) clearance, Alameda Sheriff's County clearance for the Alameda County Sheriff's Facilities, and Department of Justice fingerprint clearance for the TVROCP

**BUSINESS AND PERSONNEL SERVICES MANAGER**

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The individual in this assignment shall work some evenings to fulfill Governing Board meeting and other responsibilities to the Superintendent and Governing Board. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

**Any offer of employment is subject to criminal history check and TB clearance. TB clearance and fingerprint clearance by the Department of Justice for the Tri-Valley ROCP must be received prior to employment.**

**DIRECTOR, INSTRUCTIONAL AND STUDENT SUPPORT SERVICES**

The Director, Instructional and Student Support Services, reports directly to the Superintendent and is responsible for ensuring that the goals of the Joint Powers Governing Board and the Superintendent are met.

The Director, Instructional and Student Support Services, under the direction of the Superintendent, provides leadership, directs and oversees the development, planning, organization, supervision, evaluation and implementation of ROP instructional and student support services; supervises the development, additions, deletions and changes of all instruction for the Tri-Valley ROP. The Director of Instructional and Student Support Services is responsible for the supervision, evaluation and staff development of certificated and classified staff as assigned.

**DIRECTOR, INSTRUCTIONAL AND STUDENT SUPPORT SERVICES****JOB DESCRIPTION**

## Director, Instructional and Student Support Services

*Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.*

**TITLE:** DIRECTOR, INSTRUCTIONAL AND STUDENT SUPPORT SERVICES

**CLASSIFICATION:** Management - Certificated

**REPORTS TO:** Superintendent

**SUMMARY:**

Under the direction of the Superintendent, the Director, Instructional and Student Support Services is responsible for ensuring that the goals of the Joint Powers Governing Board and the Superintendent are met. The Director, Instructional and Student Support Services, provides leadership, directs and oversees the development, planning, organization, supervision, evaluation and implementation of TVROCP instructional and student support services; supervises the development, additions, deletions and changes of all instruction for the TVROCP. The Director of Instructional and Student Support Services is responsible for the supervision, evaluation and staff development of certificated and classified staff as assigned. In the absence of the Superintendent, the Director, Instructional and Student Support Services serves as the acting Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Example of Duties)*

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.*

- Plans, directs, coordinates, evaluates and supervises TVROCP instructional and student support services, staff, functions and activities.
- Proactively supports the mission and vision of TVROCP.
- Supervises and evaluates certificated and classified staff members, recommends new hires.
- Directs articulation activities and serves as liaison with participating schools; coordinates and presents activities with secondary and postsecondary schools and community agencies to facilitate a continuum of education and student support services for students preparing for careers and advanced education.

**DIRECTOR, INSTRUCTIONAL AND STUDENT SUPPORT SERVICES**

- Directs, facilitates and is responsible for a variety of instructional and student support services activities with various agencies, officials, schools and community groups including but not limited to curriculum development, course certification, articulation/credit by exam, UC a-g approval, alternative graduation credit, advanced placement, staff development, work-based learning site support and coordination, employer advisory committees, student recognition, registration, intake orientation, career counseling and guidance, and TVROCP informational programs.
- Advises school district personnel as to the programs and services available through the TVROCP.
- Provides recommendations to the Superintendent for initiating, reducing and deleting courses and services, improving program quality and generating ADA.
- Manages and monitors special projects and prepares applications for grants related to instructional and student support services and programs.
- Prepares local, state and federal reports relative to instructional and student support services
- Coordinates and monitors legal compliance (such as American Disabilities Act and attendance accounting) and annually reviews-instructional and student support services.
- Assists the Business and Personnel Services Manager in the preparation of state reports relative to job market survey, ADA, student enrollment, placement and follow-up.
- Develops, monitors and implements staff development, workshops, student recognition, meetings, work-based learning sites, fieldtrips and conferences.
- Assists in the long-range planning of TVROCP.
- Annually reviews and reports on outcomes and recommendations related to instructional and student support services, such as compiling Annual Course Review.
- Oversees and recommends the selection of instructional materials and equipment for TVROCP courses.
- Confers with schools, PTA's, industry, agencies, unions, and employment services to obtain cooperation and support for TVROCP, Career Technical Education.
- Responsible for submitting curriculum and required back-up materials to the California Department of Education for certification, and to the Joint Powers Governing Board for approval.
- Responsible for job market survey prior to setting up new programs.
- Facilitates the selection of new textbooks and responsible for the approval of textbooks by the Joint Powers Governing Board.
- Performs a variety of other duties as assigned.

**DIRECTOR, INSTRUCTIONAL AND STUDENT SUPPORT SERVICES****MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**KNOWLEDGE, SKILLS AND ABILITIES:****Knowledge of:**

- TVROCP policies and procedures.
- Principles, theories, practices, methods and techniques used in curriculum development and in TVROCP instructional and student support programs.
- Evaluation and assessment techniques, means of supervision and performance evaluation and program planning.
- Codes, laws, regulations and other requirements which apply to Career Technical Education / Regional Occupational Centers and Programs and Education in general.
- Student database system
- Operation of computer, peripherals and assigned hardware and software.
- Current occupational trends; methods used in effective teaching and Career Technical Education program development.
- Programs and services of ROCPs.

**Skill and/or Ability to:**

- Effectively plan, coordinate and conduct workshops, seminars and meetings.
- Plan, develop and implement procedures and systems that are designed to ensure the TVROCP mission, goals and objectives are met.
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Identify program needs, provide leadership and direction to the program and staff maintaining a participative management relationship with the Superintendent, peers, subordinates and community stakeholders.
- Communicate effectively and openly with staff, students, community and school personnel, both orally and in writing.
- Ability to access, assimilate, produce, analyze, and evaluate data and prepare reports and sound recommendations for school operations.
- Formulate, implement, and/or coordinate effective career technical education programs.
- Prepare clear and concise reports and recommendations.
- Proficient in the application of MS Word, Excel, Access, PowerPoint, Outlook and ability to apply general database management skills.

**DIRECTOR, INSTRUCTIONAL AND STUDENT SUPPORT SERVICES****QUALIFICATIONS, EDUCATION and/or EXPERIENCE:**

*The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.*

- Masters Degree
- Valid California Administrative Services Credential
- Minimum of three (3) years of successful management level educational leadership with experience managing ROP / Career Technical Education programs at the secondary/comprehensive high school level.
- Minimum of five (5) years successful teaching experience.
- Excellent work history, verifiable reliability, responsibility, interpersonal skills and work habits.
- Valid California Motor Vehicle Operator's License
- Employability eligibility includes Tuberculosis (TB) clearance, Alameda County Sheriff's clearance for the Alameda County Sheriff's Facilities, and Department of Justice fingerprint clearance for the TVROCP

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The individual in this assignment shall work some evenings to fulfill Governing Board meeting and other responsibilities to the Superintendent and Governing Board. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.



Administration

E (5) 2121

**DIRECTOR, INSTRUCTIONAL AND STUDENT SUPPORT SERVICES**

**Any offer of employment is subject to criminal history check and TB clearance. TB clearance and fingerprint clearance by the Department of Justice for the Tri-Valley ROCP must be received prior to employment.**

**Board Approval Date: June 3, 2010**

**DIRECTOR I, PROGRAM SUPPORT SERVICES/CORRECTIONAL EDUCATION**

The Director I, Program Support Services/Correctional Education, under the direct authority of the Superintendent, oversees the administration of education programs for the Alameda County Sheriff's Office to include the supervision and evaluation of the Principal of Correctional Education programs. The position is also responsible for high school site supervision and the evaluations of ROP certificated and classified staff. The position is also responsible for marketing and promotion for the ROP to include the development and maintenance of the ROP Web Page, brochures, business cards, course catalogs, newsletter, and other collateral materials.

**Policy****Adopted:** December 6, 2001**Revised:** September 12, 2002**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM****Livermore, CA**

**DIRECTOR I, PROGRAM SUPPORT SERVICES/CORRECTIONAL EDUCATION**

**Functions of the Director I, Program Support Services/Correctional Education:**

He/She:

- a. directs all ROP correctional education programs offered through the Alameda County Sheriff's Office;
- b. supervises and evaluated the Principal of Correctional Education;
- c. develops and implements correctional education budgets, including Carl Perkins, JTPA for incarcerated adults;
- d. acts as ROP site representative and supervisor at assigned high schools;
- e. supervises and evaluates certificated and classified personnel;
- f. assists in the selection of certificated and classified personnel, to include Career Education Specialists;
- g. develops and maintains marketing efforts for the ROP to include: newsletter, course catalog, ROP Web site, business cards and brochures;
- h. acts as the ROP representative at advisory board meetings;
- i. acts as the ROP representative to the California Association of Regional Occupational Centers and Programs;
- j. acts as the ROP representative and Connecting Activities Coordinator to the Tri-Valley Educational Collaborative;
- k. acts as ROP coordinator for the ACE testing program;
- l. performs other duties as assigned.

**Regulation**

**Approved:** September 12, 2002

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**

**Livermore, CA**

**COORDINATOR, SUPPORT SERVICES**

The Coordinator, Support Services, under the direct authority of the Superintendent, is responsible for providing program and support services to the ROP.

**COORDINATOR, SUPPORT SERVICES**

**Functions of the Coordinator, Support Services are:**

- a. Supervises and coordinates the timely processing of student field trip and off-site travel requests, with emphasis on conforming to California Education Code and assuring student safety.
- b. Responsible for the design and production of all promotional materials, including the ROP newsletter, course catalog, staff handbook, course brochures, and business cards.
- c. Supervises in and evaluates the ROP webmaster in the design, content, and maintenance of the ROP web page.
- d. Facilitates meetings of Web Page Design teachers in development of the ROP Web Page Design program.
- e. Coordinates the design, production and distribution of student and faculty identification badges, as required by districts and California Education Code.
- f. Represents the Tri-Valley ROP at the Tri-Valley Education Collaborative and the Coastal Region Chapter of the California Association of Regional Occupational Centers and Programs (CAROCP).
- g. Other duties as assigned by the Superintendent.

**CURRICULUM COORDINATOR / ADMINISTRATOR, JAIL EDUCATION**

The Curriculum Coordinator/ Administrator, Jail Education, under the direct authority of the Superintendent, supervises the implementation by teachers of curriculum to include all additions, deletions and changes of all curriculum for the Tri-Valley ROP. The position also is responsible for coordination of all ROP materials, including the development of the ROP catalog, brochures, newsletter, handbook, promotional video and other such related materials. In addition, this position includes full responsibility for administering jail education programs through the Alameda County Sheriff's Office.

**Policy****TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM****Adopted:****Livermore, CA****Revised:** September 17, 1998; April 6, 2000

**CURRICULUM COORDINATOR / ADMINISTRATOR, JAIL EDUCATION**

**Functions of the Curriculum Coordinator/Administrator, Jail Education:**

He/she:

- a. supervises the instructional program, including curriculum development;
- b. coordinates, interprets and implements approved instructional programs;
- c. recommends curricular improvements, changes and additions to the Director I, Instructional Services;
- d. assists in the selection of certificated teaching personnel;
- e. supervises and evaluates certificated teachers employed by the ROP;
- f. supervises classified office staff;
- g. responsible for planning, preparing and implementing all promotional and informational material from the ROP, i.e. ROP handbook, brochures, newsletter, handbook, promotional video, catalog, business cards;
- h. coordinates all ROP jail programs offered through the Alameda County Sheriff's Office;
- i. supervises and evaluates all certificated teachers for the ROP jail programs offered through the Alameda County Sheriff's Office;
- j. acts as the advisor and ROP liaison to the ROP Leadership Team;
- k. acts as the representative for CAROCP and CAJE organizations;
- l. responsible for implementation and accountability of special funds;
- m. acts as an ROP representative at advisory committee meetings;
- n. performs other duties as assigned.

**Regulation**

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**

**Approved:**

**Livermore, CA**

**Revised:** September 19, 1996; September 17, 1998; April 6, 2000

**PRINCIPAL, CORRECTIONAL EDUCATION**

The Principal, Correctional Education, under direct authority of the Director I, Program Support Services/Correctional Education, supervises the day-to-day activities of teachers at the Alameda County Sheriff's Office detention facilities. In addition, the Principal, Correctional Education is responsible for implementation of new correctional education programs, as approved by the Alameda County Sheriff's Office and the Director I, Program Support Services/Correctional Education, making curricular recommendations for existing programs, evaluating administrative, certificated and classified ROP employees, and monitoring correctional education program budgets and the Perkins Grant.

**Policy****TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM****Adopted:** December 6, 2001**Livermore, CA****Revised:** June 6, 2002 (title); September 12, 2002



**PRINCIPAL, CORRECTIONAL EDUCATION**

**Functions of the Principal, Correctional Education:**

He/she:

- a. responsible for the development, direction and administration of inmate programs in education, substance abuse and vocational training;
- b. develops, implements, supervises and evaluates above mentioned programs;
- c. responsible for the development and monitoring of correctional education program budget;
- d. develops and implements new correctional education programs;
- e. recommends curricular improvements, changes and additions to the Director I, Program Support Services/Correctional Education;
- f. assists in the recruiting and selection of certificated teaching personnel, classified personnel and substitution personnel;
- g. supervises and evaluates certificated teachers and Vice Principal employed by the ROP at the Alameda County Sheriff's Department facilities;
- h. supervises and assists in the evaluation of ROP classified jail office staff;
- i. acts as the advisor and ROP liaison to the ROP Leadership Team;
- j. acts as the representative for Inmate Welfare CIPA and other organizations as deemed appropriate;
- k. responsible for implementation and accountability of special funds;
- l. conducts annual survey of inmate students needs;
- m. monitors legislation that impacts correctional education programs;
- n. performs other duties as assigned.

**Policy**

**Adopted:** December 6, 2001

**Revised:** September 12, 2002

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**

**Livermore, CA**

**ORGANIZATIONAL STRUCTURE**

The general administrative organization of the ROP will be known as the single executive type of school administration with the Governing Board as the governing body and with all activities under the direction of the Superintendent.

Organization or function charts for the ROP will be prepared by the Superintendent to designate clearly the relationships of all employees within the ROP organization. The organization or function charts will be kept up to date.

**Regulation**

**Approved:**

**Revised:** October 28, 1993

**TRI-VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**

**Livermore, CA**

**ABSENCE OF AN APPROVED POLICY & PROCEDURE**

In the event that an issue arises that the Tri-Valley Regional Occupational Center/Program Policies and Regulations do not address, the Pleasanton Unified School District Policies and Procedures will be adhered to.

**NEPOTISM**

Tri-Valley Regional Occupational Center/Program seeks to foster an environment where people are treated with respect and trust. Employment of family members may be problematic as such situations can create a conflict of interest, an appearance of favoritism, and increased potential for a hostile work environment. Because of these concerns, Tri-Valley ROP is sensitive to circumstances in which relatives of employees might be hired, transferred, or promoted to positions where one relative might have influence (or practical authority) over any of the following: a relative's employment, performance review, salary administration, promotion, or other employment-related decisions. Tri-Valley ROP employees in supervisory or administrative positions are expected to remove themselves from any decisions or processes that appear to be in conflict with any of the above situations. Further, employment of relatives in areas of ROP supervision or administration is prohibited.

For the purpose of this policy, family member is defined as spouse, domestic partner, sibling, parent, child, step parent, step child, grandparent, grandchild, aunt, uncle, or first cousin, or anyone functioning in a surrogate role.

**NEPOTISM**

An employee shall not be appointed to a position in which a relative has direct or indirect supervisory or evaluation responsibilities over the employee. A relative is defined as spouse, domestic partner, sibling, parent, child, step parent, step child, grandparent, grandchild, aunt, uncle, or first cousin, or anyone functioning in a surrogate role.

The Board may exempt an employee who has indirect supervisory responsibility over a relative from the provisions of this section provided it is in the best interest of the Tri-Valley ROP and does not result in undue disruption. The supervisor shall comply with the following guidelines:

- a. The supervisor shall not participate in any action, decision or discussion involving the subordinate employee, including evaluation, supervision, and review of any grant programs or assignments.
- b. The supervisor shall take reasonable precautions to avoid favoritism or conflict of interest or the appearance of favoritism or conflict of interest. Any staff member of the involved school or department can file a written complaint containing specific instances of alleged favoritism, bias, or conflict with the appropriate Associate, Superintendent or Director. The Associate, Superintendent or Director shall be responsible for reviewing the alleged favoritism towards the employee, or conflict of interest.
- c. The supervisor shall not retaliate against any staff member involved in a complaint or anyone who seeks review of any decision within the scope of paragraph two above.
- d. The supervisor and employee will avoid personal contact in the workplace other than the type of contact that is necessary to carry out work responsibilities and shall otherwise maintain appropriate professional relationships.

Violations of this policy should be reported to the Tri-Valley ROP Superintendent immediately. Any person found in violation of this policy will be subject to formal disciplinary action, up to and including termination.