



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: COORDINATOR OF EDUCATIONAL OPTIONS

1. QUALIFICATIONS

- A. Credential: Required – Valid Administrative Credential, Secondary Administrative or General Administrative Credential
- B. Education: Required – B.A. or B.S.
Desirable – M.A. or M.S.
- C. Experience: Required – 5 years or more experience at the secondary level
Desirable – Previous administrative experience
- D. Personal Qualifications: 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.

2. GENERAL RESPONSIBILITIES

Under the direction of the Academic Deputy Superintendent of Teaching and Learning, the Coordinator of Educational Options will provide leadership and outreach to outside organizations that provide appropriate course and credit opportunities for all students while working to develop and provide alternatives for students at-risk in accordance with the laws of California and the policies, procedures and regulations of the Fremont Union High school District.

3. DUTIES AND RESPONSIBILITIES

- A. Provide administrative leadership to programs in partnership with De Anza College including:
1. Middle College
 2. College Advantage

Duties and Responsibilities

Page 2

- B. Work with leadership at De Anza and/or Adult Education to design fifth-year partnership for English Language learners who do not pass the high school exit exam.
- C. Oversee and monitor all external credit granting including:
 - 1. Approved community language schools
 - 2. Concurrent enrollment coursework
 - 3. International transfer student transcripts
- D. Oversee student records and transcript clerk.
- E. Provide administrative leadership to Regional Occupational Programs (ROP) / work with County Office of Education (COE) coordinator.
- F. Oversee Work-Study program.
- G. Develop policy and direction for taking advantage of on-line course offerings to enhance educational opportunities for FUHSD students.
- H. Provide administrative leadership to Summer School.
- I. Monitor development of charter schools that may have an impact on enrollment in FUHSD.
- J. Work with others in the department and schools to develop summer, Saturday and evening options and partnerships that enhance educational opportunities for FUHSD students.
- K. Oversee Advancement Via Individual Determination (AVID).
- L. Work with the guidance staff and school leadership teams to ensure they are aware of all educational options and alternative programs available to students.

/mcd
Approved: 5/17/07