

JOB DESCRIPTION
San Diego County Office of Education

Director, College and Career Leadership

Purpose Statement

The job of Director, College and Career Leadership, is done for the purpose/s of coordinating the Career Pathways program and related activities for supporting and sustaining high quality learning experiences inclusive of career technical education; providing information to others; integrating multidisciplinary subjects; and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs for college and career ready.
- Coordinates career pathway program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting District and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. college & career technical readiness, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars (e.g. supporting school districts, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports (e.g. Career Technical Education (CTE), etc.) for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to School Districts and SDCOE (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Researches, writes and presents grant information for the purpose of securing alternative funding.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying assessment instruments; classifying data

and/or information; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; assessment instruments and techniques; business telephone etiquette; codes/laws/rules/regulations/policies.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates

Administrators Credential
Driver's License & Evidence of
Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
Drug Test

Proof of physical examination including TB
Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 50

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