



DIRECTOR, TEACHER PROGRAMS AND SUPPORT

Basic function

Perform a wide range of advisory, administrative, research, planning and facilitation tasks as required for teacher support and recognition programs and other areas of County Education Office responsibility. Serve as a support to selected programs in the area of curriculum and instruction.

Supervision

Directly responsible to the Associate Superintendent, Curriculum and Instruction.

Representative duties

- Coordinate teacher support and recognition programs for the County Education Office teachers and countywide programs for teachers in Santa Barbara County school districts including Teacher's Network and Rotary Teacher Recognition Program.
- Plan, prepare and administer assigned program budgets.
- Write and/or review grant proposals; inform County Education Office staff, school districts and community agencies of grant possibilities.
- Assist teacher participants with writing and implementing grants and other activities; travel to work sites countywide to consult.
- Coordinate fundraising and program implementation with business/industry partners.
- Plan and execute program events, educational tours, dinners, luncheons, workshops and other activities; make presentations.
- Act as facilitator for advisory and selection committees.
- Conduct research, analyze and report resulting data.
- Work with National Teacher's Network staff on planning and implementing national level activities.
- Work with Public Information Office to publicize programs to teachers, school administrators and the community.
- Oversee preparation and distribution of printed material and communication; coordinate with Instructional Media Services division and teachers in planning and producing videotapes and other media materials.
- Assist with planning and implementation of professional development activities.
- Perform other tasks for the County Superintendent and Administrator of Curriculum and Instruction and other related duties as assigned.

Qualifications

Possession of a valid California credential authorizing service;

Verification of CBEST clearance.

Possession of a valid California Driver's License if required by the duties of the assignment.

Experience and/or training appropriate to fulfill requirements of the position.