



Job Description

POSITION TITLE:	Director I, COSP and Foster/Homeless Youth Programs #6020 County Operated Schools and Programs
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree and an Administrative Services Credential. Prior administrative or supervisory experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, valid California Teaching Credential, and an Administrative Services Credential. Five years of classroom teaching and three years of educational administration experience. Experience as a principal or assistant principal of middle school or high school.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Possess an Administrative Services Credential. Knowledge of unique challenges experienced by children residing in foster and group home care and out of care home. Ability to work with school counselors, teachers, social workers, probation and foster families to identify and link foster youth to mentoring, tutoring, vocational training, counseling, emancipation services and other service to promote educational success for foster students. Some knowledge of Special Education and the IEP process.

DISTINGUISHING CHARACTERISTICS:

The Director I series represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under limited direction of the Assistant Superintendent of County Operated Schools and Programs, run all areas of assigned region school sites and foster and homeless youth programs. Perform a wide variety of tasks working with school districts, juvenile probation, human services agencies, homeless shelters, group homes, and foster family agencies. The employee must have excellent interpersonal skills.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.

2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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