



## Job Description

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<b>POSITION TITLE:</b>	<b>Division Director, Venture Academy Family of Schools #6222</b> <b>County Operated Schools &amp; Programs</b>
<b>SALARY PLACEMENT:</b>	<b>Administrative Council Salary Schedule</b> <b>Range 2</b>

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### **SUMMARY OF POSITION:**

Under the supervision of the Assistant Superintendent of County Operated Schools and Programs, the Division Director serves as an instructional leader for all staff, students and families and directs and manages all areas of Venture Academy Family of Schools operations.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree and a valid California Administrative Services Credential. Five years' experience as an administrator in a school setting.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Previous work experience in a charter school and/or experience with academies/pathways. Possess an in-depth knowledge and understanding of Education Codes regulating charter schools and independent study. Previous experience working with a diverse student population.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### *Ability to:*

- create and deliver original professional development opportunities that support Venture Academy's mission and vision
- Serve and maintain a diverse, equitable school site
- operate a computer and have foundational technical skills
- be flexible based on program needs
- create and follow policies and procedures
- supervise, lead, and evaluate staff
- manage and oversee budgets

#### *Knowledge of:*

- assigned software
- Federal and state laws, regulations, policies and procedures and requirements; especially those specific to charter schools
- program evaluation and data collection

#### *Possess:*

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- an understanding that positive relationships are a necessary component for an effective learning environment

- 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

### **DISTINGUISHING CHARACTERISTICS:**

The Division Director represents Range 2 on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

### **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. Provide leadership to the staff in determining objectives and identifying school needs as a basis for developing long and short-term plans for the school.
3. Plan, coordinate and evaluate the total program, of pupil services including guidance and testing programs.
4. Maintain confidentiality on issues concerning program and staff.
5. Supervise and evaluate staff.
6. Participate, coordinate, and 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.
7. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
8. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
9. Communicate effectively both orally and in writing.
10. Effectively analyze situations and manage all complaints affecting the school, and with regard to fairness and due process.
11. Establish and maintain cooperative and effective working relationships with others while maintaining an effective organizational structure with clear lines of responsibility and with the necessary delegation of authority.
12. Work independently with little direction.
13. Prepare reports as needed and meet all due dates and timelines.
14. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
15. Monitor Venture Academy ADA and oversee the completion of monthly ADA summary reports as related to budget and personnel.
16. Coordinate partnerships, oversee activities, update agreements and memorandums of understandings.
17. Initiate MOU's and contracts for Venture Academy custodial, facilities and grounds maintenance.
18. Oversee the Venture Academy hiring, evaluation, and discipline/termination process of certificated and classified staff, with the Assistant Superintendent's approval.
19. Provide guidance regarding student recruitment, outreach and enrollment.
20. Oversee planning and implementation of innovative team building opportunities that support a positive community culture, maintain academy autonomy in program development, and promote lifelong learning for all staff.
21. Alongside the Venture Academy administrative team, coordinate the development of school plans, handbooks, WASC, LEA Plan, LCAP, SARC reports and organizational procedures for health, safety, discipline and conduct of students as established in SJCOE/state procedures.
22. Support the Athletic Director in promoting a robust CIF sports program for high school students; managing the operations of Venture Academy's gym and fitness center; developing a junior high sports program; coordinating fundraising efforts to support Venture Academy athletics.
23. 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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