



Job Description

POSITION TITLE:	Division Director Greater Valley Conservation Corps County Operated Schools and Programs	#6137
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 02	

SUMMARY OF POSITION:

Under the general direction of the Assistant Superintendent of County Operated School and Programs independently perform a variety of duties related to operating the Greater Valley Conservation Corps. Serve as the liaison between the county office of education and CalRecycle, CALCC, Corps Network, and other granting agencies. Supervise hiring, training, and transitioning of corpsmembers. Ensure full compliance with grant requirements and fee-for-service contracts. Maintain detailed documentation of grant deliverables. Write monthly, quarterly, or annual reports as required by the grant. Attend partner meetings and trainings required by the granting agency. Serve as a representative on local, state, and national committees. Coordinate the expansion of the GVCC satellite training center in Sonora. Work collaboratively with the San Francisco Public Utilities Commission to support the expansion of training opportunities and fee-for-service contracts. Work collaboratively with YouthBuild San Joaquin on community projects. Advocate and coordinate statewide policy efforts that enhance opportunities for GVCC's growth, development, and impact.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree. Five years of experience as an administrator. Experience working in youth development, and experience working in a local conservation corps setting. Previous experience working with at-promise students.

DESIRABLE QUALIFICATIONS—EDUCATION AND/OR TRAINING:

Five years of experience working in youth development, with at least three years in a local conservation corps setting. Possess a Master's Degree, with a concentration in leadership or business administration. Experience implementing complex youth programs; maintaining compliance with federal and state guidelines, writing reports, managing budgets, researching, and writing grants; and developing and maintain partnerships with business, industry, and community-based organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- grant-related information systems
- program evaluation and data collection

Ability to:

- supervise, lead, and evaluate staff
- create and follow policies and procedures
- delegate and hold accountable those responsible for carrying out the policies and procedures
- operate a computer
- be flexible based on program needs
- manage and interpret data to achieve maximum performance outcomes
- oversee and manage budgets
- manage the operation of the Greater Valley Conservation Corps, which includes the recycling and natural resources/landscaping division

- supervise the outreach, recruitment, hiring, training, career, and leadership development of corpsmembers
- work collaboratively with program partners to train youth in recycling and environmental stewardship
- manage multiple partnerships with non-profits, government agencies, and municipalities to secure fee-for-service projects and training opportunities

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability 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 II of 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:

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 developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, state, and national meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Organize and manage implementation of CalRecycle grant and fee-for-service contracts; monitor daily operations to ensure full program compliance with grant requirements.
14. Serve as liaison and main point of contact between county office of education and corresponding granting agencies.
15. Ensure the corps model is being implemented.
16. Monitor outreach, orientation, hiring, and transitioning of corpsmember participants to ensure maximum performance outcomes.
17. Supervise entering data into grant information systems, analyze performance, and write required quarterly and annual performance reports.
18. Work with program partners to achieve grant deliverables related to recycling and environmental stewardship.
19. Develop systems to improve program operations, coordination and collaboration among staff and partners.
20. Represent GVCC at local, state, and national corps committees and councils, and committees related to conservation corps and related services.
21. Serve as the lead representative on the SFPUC grant to support expansion of operation and training in the Mother Lode area, including conference calls, organizing, and supervising events, collecting data, and writing required reports.
22. Research and write new grants to support continuance and expansion of GVCC.
23. All other duties as assigned.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.

2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
8. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
9. Skillfully navigates change with confidence and composure.
10. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
11. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

PHYSICAL REQUIREMENTS:

Employees in the position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
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 50 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff and the public in diverse locations, such as school sites and office buildings.

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