



SJCOE
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Job Description

POSITION TITLE:	Director II Workforce Development STEM, Workforce Development, and Innovation Educational Services	#6348
SALARY PLACEMENT:	Senior Management Salary Schedule Range 2	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Division Director of STEM, Workforce Development, and Innovation, the Director II oversees all areas of Workforce Development including Career Technical Education (CTE) and apprenticeships at San Joaquin County Office of Education (SJCOE) and serves as a liaison to school districts, community organizations, and agencies supporting CTE and career readiness. This position assists in the planning, development, implementation, facilitation, assessment, and continuous improvement with school district, county, and statewide educational leaders and leadership teams, to increase student access to post-secondary education and employment opportunities. Responsibilities include direct and indirect supervision of professional, technical, and clerical personnel.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Bachelor's Degree. Prior supervisory experience. Experience in providing workforce development opportunities and events. Knowledge of Career Technical Education and/or work-based learning. Experience in writing grants, required grant reporting, managing others, and managing budgets.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience in Career Technical Education, Apprenticeship Programs, and Workforce Development. Knowledge and experience working with the California State Division of Apprenticeship Standards.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- Career Technical Education's curriculum articulation, dual enrollment, work-based learning, and registered apprenticeships for adults and youth
- Workforce development programs

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

- manage and oversee budgets

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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 Director II represents Range 2 of the Senior Management Salary Schedule and has three levels.

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 developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents the SJCOE at local, regional, and state 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. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. Coordinate offerings with community colleges, universities, technical schools, apprenticeship programs and certification programs to increase student access to career-based certifications and dual enrollment.
15. Build and maintain a deep network of local resources and partner agencies supporting workforce development
16. Align current apprenticeship efforts with a vision to grow quality programs both in San Joaquin County and State-wide.
17. Lead department activities and events.
18. Research and write new grants to support continuance and expansion of workforce development initiatives.
19. 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, 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. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

9/3/2025 final sc