

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: DIRECTOR OF EDUCATION SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent or designee, plan, organize, control and direct services and activities related to student guidance, educational and career and technical education programs, staff development and accreditation; coordinate and direct curriculum development to enhance educational and career and technical education services and programs for enrolled students; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct services and activities related to student guidance, educational and career and technical education programs, staff development and accreditation; coordinate resources to meet the needs of ROP students and personnel; provide guidance and assistance to ROP faculty and staff to assure smooth and efficient curriculum development and educational and career and technical education services.

Coordinate, implement, and direct curriculum development activities, selection of instructional materials to enhance career and technical education services and programs for enrolled students according to established guidelines and regulations; oversee the adoption and monitoring of new courses to be taught by ROP.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; arrange employee schedules and assign duties.

Coordinate and conduct a variety of ROP management and a variety of other meetings to coordinate activities related to assigned functions; prepare and deliver oral presentations concerning assigned programs and functions; coordinate staff in-services; oversee the preparation of the teacher handbook.

Oversee the accreditation process to assure ROP programs and activities comply with established guidelines and regulations; organize and direct the development and implementation of subsequent strategic action plans, goals, and objectives.

Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

Direct the preparation and maintenance of a variety of mandated and requested narrative and statistical reports, records, and files related to financial activity, personnel, accreditation, and assigned programs and

services; submit or present reports to the Board, administrators or appropriate local, State, or federal agency.

Visit various ROP sites to monitor and evaluate programs and services to assure compliance with established goals, procedures, guidelines, and regulations; evaluate effectiveness of various programs and services; implement program and service modifications as appropriate.

Serve as a liaison between ROP personnel and the Board regarding assigned ROP programs and related issues and concerns; serve as a representative of ROP at various County, State, and national meetings, conferences, workshops, and other events and functions.

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; collaborate with outside organizations to meet the needs of students.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.

Maintain current knowledge of trends in the labor market and methods in instructional design and delivery.

Develop and implement procedures to ensure complete and timely operations of assigned programs and services; create forms to facilitate workflow.

Conduct special studies and projects as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of student guidance, educational and career and technical education programs, staff development, accreditation, and curriculum development.

Effective staff development programs and strategies. Instructional methodologies, strategies, and curriculum standards.

Current research and trends in the labor market and curriculum development.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Applicable laws, codes, regulations, policies, and procedures. Public speaking techniques.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software. ROP

organization, operations, and objectives.

Record-keeping and report preparation techniques.

ABILITY TO:

Plan, organize, control and direct services and activities related to student guidance, educational and career and technical education programs, staff development and accreditation.

Coordinate and direct curriculum development to enhance educational and career and technical education services and programs for enrolled students.

Supervise the performance of assigned personnel.

Coordinate resources to meet the needs of ROP students and personnel.

Assure ROP programs and activities comply with established guidelines and regulations.

Coordinate and conduct a variety of ROP management and a variety of other meetings. Maintain current knowledge of labor market and curriculum development trends.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines.

Work independently with little direction. Plan and organize work.

Direct and participate in the preparation and maintenance of a variety of records, reports, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Required: Master's degree in education, business administration, or related field and five years of administrative experience involving curriculum development and career and technical education.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023 will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone. Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling, or crouching to file materials.