



Job Description

POSITION TITLE:	Division Director, STEM, Workforce Development, and Innovation Educational Services	JD#5055
SALARY PLACEMENT:	Administrative Council Salary Schedule Range II	

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the Division Director of STEM, Workforce Development, and Innovation will work with school districts, educational groups, and industry to design and deliver research based professional learning. This position will provide leadership and support for educators and schools to advance science, math, computer science, career technical education (CTE), and work-based learning opportunities including apprenticeships. Develop, oversee, and direct all STEM, Workforce Development, and Innovation related programs and facilities at the SJCOE. The position will convene partners, seek funding, and provide educational opportunities within the county of San Joaquin, the region, and the state.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, a valid California Teaching Credential, and an Administrative Services Credential. Five years of classroom teaching experience and five years of educational administration experience demonstrating increasing levels of responsibility.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of providing staff development or professional learning. Experience managing multiple large and complex budgets; writing and managing educational grants awarded by the state, federal government, other agencies and foundations and activities that include partnerships with higher education institutions and other organizations. Experience developing, managing, and growing outdoor education programs and knowledge of the Environmental Principals and Concepts. Knowledge of Next Generation science Standards (NGSS), California Mathematics Framework, CTE programs and pathways, and apprenticeships.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

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
- extensive training, experience, and skills related to Science, Technology, Engineering and Mathematics
- 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 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 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 material and information concerning department programs, services, operations, and activities; represent 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. Develop, lead, and facilitate research-based professional learning and capacity-building initiatives in STEM, Workforce Development, and Innovation, ensuring alignment with state standards, curriculum frameworks, and educational priorities to advance student achievement and career readiness.
15. Develop, manage, and expand outdoor education programs across multiple sites including Sky Mountain Outdoor Education Center (residential science camp) in Emigrant Gap, CA and Durham Ferry Outdoor Education Center in Manteca, CA.
16. Oversee technical assistance to Differentiated Assistance districts and schools.
17. Supervise various events such as STEAM Fair, Construction Trades Fair, Math Tournament, etc. for the county office on evenings and weekends.
18. Oversee and respond to emergencies both during and outside of standard business hours.
19. 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 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.

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