



Job Description

POSITION TITLE:	Director I Venture Academy Family of Schools County Operated Schools Programs	#6117
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1	

SUMMARY OF POSITION:

Under the direction of the Division Director, the Director I will perform teacher evaluations, oversee special programs as assigned, plan and conduct staff meetings, and participate fully in the leadership team and extra-curricular activities at Venture Academy Family of Schools.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree, a valid California Teaching or Pupil Personnel Services Credential, a valid Administrative Credential, a certificate of eligibility, or be eligible to apply for a Waiver, or Intern Administrative Credential. Five years of experience working for a school district or county office of education.

DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree in the educational field or field specific to underlying credential. Possess one or more years of administrative or supervisory duties related to an educational setting for TK-12th grades. Bilingual (Spanish) speaking preferred. Knowledge of charter school and independent study policies and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- Student Study Teams, Individualized Educational Plans, and 504's.
- A-G and NCAA high school course requirements and submissions
- student discipline policies and procedures

Ability to:

- work well with people in a variety of settings
- supervise, lead, and evaluate staff
- coordinate and conduct a variety of events and activities
- operate a computer
- flexible based on program needs
- create and follow policies and procedures
- find solutions to complex issues

Possess:

- 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
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

- enthusiasm for leading and embracing a culture of learning in a non-traditional setting
- excellent reading, writing, communication, and analytical skills

DISTINGUISHING CHARACTERISTICS:

The Director series represents advanced management positions and has three levels.

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, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent 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. Fully participate in the Venture Academy Leadership Team and extracurricular activities.
14. 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 the 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 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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