



Job Description

POSITION TITLE:	Director I - Curriculum, Assessments and Professional Development County Operated Schools and Programs Student Programs and Services	#6133
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a valid California Teaching Credential/Service Credential and a valid California Administrative Services Credential. Five years of experience in an educational setting working directly with students and one year experience as an administrator in a school setting.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a Masters' Degree. Five years of classroom teaching experience. Three years of educational administration experience. Possess leadership or supervisory experience and excellent interpersonal skills. Possess an advanced degree in Curriculum and Instruction and/or Assessment. Experience coordinating CAASPP Testing, writing curriculum, facilitating professional development and Professional Learning Communities.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. 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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Possess a California Administrative Services Credential.

DISTINGUISHING CHARACTERISTICS:

The Director I represents Range 1 of the Senior Management Salary Schedule, and has three levels.

SUMMARY OF POSITION:

Under the direction of the Division Director of County Operated Schools and Programs, work as a member of an administrative team responsible for all County Operated Schools and Programs. Collaborate with state, COE and school district personnel to ensure compliance with state assessment and curricular mandates as well as develop innovative strategies for implementing effective programs for student learning in the challenging court and community school program.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government and educational agencies, assessment and communication contractors, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, facilitate, or conduct a variety of meetings, staff development, professional development, committees, trainings, workshops, and/or conferences in order to present material and information concerning state and department programs, services, operations, and activities.
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 and contracts.
12. Oversee and manage budgets.
13. Develop and implement a multiyear Professional Development Plan integrating program assessments and Data Management System.
14. Coordinate the English Language Learner program for COSP to ensure appropriate supports and services are in place for EL Learners.
15. Maintain knowledge of curriculum budgets and provide supervision of the fiscal functions.
16. Oversee and manage all student assessments.
17. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this 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 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 in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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