



Job Description

POSITION TITLE:	Director I, Academic Resources	JD#6055
	County Operated Schools Program (COSP)	
	Student Programs and Services	

SALARY PLACEMENT:	Senior Management Salary Schedule
	Range 1

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of County Operated Schools and Programs (COSP) performs a variety of tasks pertaining to the utilization, implementation, and installation of networked computers, including appropriate staff development; operate multi-processing computers of different platforms; establish and maintains effective work relationships with those contacted in the performance of required duties. This position leads the Academic Resources staff, evaluates staff, works with departments across the SJCOE, oversees the print shop, ensures technology support is provided to County Operated Schools and Programs and Special Education staff. Provides advanced computer operations support for Special Education department, COSP, including Court and Community Schools, Workforce Development Programs, and SJCOE Macintosh users. This position is responsible for leading quarterly continuous improvement staff meetings focused on department SMART goals and driven by data. Does related work as required.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree or equivalent experience working in a related field related to academic technology and print shop management.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree with a focus on technology, education, or business management. Five years of experience working in a related field. Supervisory experience and job management experience managing a mid-size team. Experience working with Alternative Education programs, setting up contracts with copy machine companies, and managing budgets. Experience providing and training on customer service and providing technology support to educators.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Macintosh servers and integration of Macintosh clients into Active Directory
- assigned software
- program evaluation and data collection
- logistics and needs related to setting up Wi-Fi networks
- systems related to assessing technology needs, ordering technology, intaking inventory of technology, distributing technology to multiple sites
- setting up new classrooms and school sites to ensure strong connectivity for all devices to be used within the site

Ability to:

- operate computer systems in an educational environment
- follow manuals and read technical instructions
- use appropriate and correct English, spelling, grammar, and punctuation
- perform arithmetic calculations with speed and accuracy
- operate a variety of standard office equipment including personal computers, printers, copiers, etc.

- work independently
- communicate effectively in written and oral form
- establish and maintain effective working relationships
- be flexible based on program needs
- create and follow policies and procedures
- maintain and actively pursue personal knowledge of current industry trends and technological advancements within the computing field
- type at a rate required for successful job performance
- oversee and manage budgets
- supervise, lead, and evaluate staff
- address areas in need of improvement related to staff performance and evaluation outcomes
- develop improvement plans and provide job-skills, coaching and support
- work in collaboration with multiple departments
- lead a team of diverse staff members
- lead quarterly continuous improvement cycles based on SMART goals and driven by data

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 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, staff development, committees, trainings, workshops, and/or conferences in order to present materials 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. Assist with integration of technology into the curriculum.
14. Oversee Network troubleshooting, web development, and maintenance.
15. Oversee hardware/software technical support for all workstations and servers (PC and Mac).
16. Oversee hardware, software inventory, and compliance.
17. Develop a flexible teaching plan, both short and long term.
18. Manage the day-to-day operations of the print shop and Academic Resources and support staff.
19. Work with the print shop employees to compare vendor prices on copy paper, hardware, and overall pricing of print jobs.
20. Provide oversight, coaching, and leadership for student interns and apprentices.
21. Provide oversight and support for Special Education technical support and technicians.
22. 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 50 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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