



# Job Description

---

<b>POSITION TITLE:</b>	<b>Director I – Project Management Services CodeStack Office of the Superintendent</b>	<b>#6181</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range 01</b>	

---

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor’s Degree with a concentration in computer-related technology and/or Business Administration; or equivalent experience in management information systems with a concentration in Special Education Information Systems and California Department of Education state reporting systems (CALPADS and CASEMIS).

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master’s Degree or higher with a concentration in computer-related technology. Possess a broad understanding of technology from programming and databases to project management.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, evaluate staff. Must have strong communication skills. Ability to make difficult decisions when required. 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. 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:**

Knowledge of system design and management, including, but not limited to requirements gathering, scope analysis, cost analysis, developing milestones, timelines, system documentation, testing, implementation, training, and support among others.

**DISTINGUISHING CHARACTERISTICS:**

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

**SUMMARY OF POSITION:**

Under the direction of the CodeStack Director II, the Director I- Project Management Services is responsible for supervising, leading, and evaluating software engineers, program support staff, and program management staff. Evaluate projects and assign resources to new projects. Determines timelines and milestones for Special Education Information System.

**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 developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents 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. Communicate job expectations, counsel, and discipline employees and enforce systems, policies, procedures, and productivity standards.
14. Accomplish staff results by communicating job expectations; coaching, counseling, and disciplining employees and enforcing systems, policies, procedures, and productivity standards.
15. Maintain high customer satisfaction by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; recommending system improvements
16. 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/typewriter, 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 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.

2/10/2020 final sc