



Job Description

POSITION TITLE:	Director I, California Healthy Kids Resource Center #6126 Comprehensive Health Department Educational Services
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree and valid California Teaching, Pupil Personnel Services, or School Nurse Services Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctoral Degree. Possess an Administrative Credential. Five or more years working in education program development and oversight. Working knowledge of curriculum development, instructional and professional development and program evaluation.

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 oversee and manage 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:

Conduct and coordinate strategic planning for multiple, heterogeneous state and federal projects. Initiate, secure and sustain revenue and fiscal resources for multiple, heterogeneous state and federal projects. Coordinate Centers' objectives and operation with varied state and federal needs and priorities. Direct, coordinate and manage multiple state Centers' varied education and health guidance, services, trainings, technical assistance and resources. Evaluate, synthesize and apply published scientific research and laws into organizational goals and statewide leadership, services and projects. Hire, direct, and manage education and health professionals. Facilitate and negotiate resolution of complex issues and varying interests. Analyze and synthesize key issues and communicate them effectively in oral and written forms. Evaluate people and programs. Conduct research analysis. Effectively present information to top management, public groups, and policy makers. Communicate effectively verbally and in writing. Work with accuracy and attention to detail. Operate PC and related software applications.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Director II of Comprehensive Health Programs Department, the Director I (Director of California Healthy Kids Resource Project) will determine the scope, direction, and overall goals, and directs the operations of the state resource center providing education and health leadership, research, guidance, resources, technical assistance, and training to California state agencies

and policy makers, lead education agencies, public and private schools, afterschool programs, institutions of higher education, and other youth-serving agencies.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

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. Determine the scope, direction, and overall goals, and directs the operations of state education and health resource center.
14. Coordinates the Center's goals and operations with the California Department of Education, California Department of Public Health, federal agencies, relevant legislation, other funders and collaborating agencies, and emerging needs.
15. Provides direction and leadership in developing innovative statewide services, research, and resources.
16. Secures and coordinates sustainable funding for the state Center; provides direction for resource allocation to achieve Center's goals and contracts' objectives; oversees procedures; directs, coordinates, and oversees the operation of the Center.
17. Provides direction and leadership in the development, composition, and objectives of the Center's advisory committees.
18. Serves as an advisor to state and related education and health agencies, boards, and staff.
19. Represents the Center on state and national committees.
20. Writes grants to leverage funding.
21. Develops, directs and updates the Center's website(s) and other media to support the Centers' goals and objectives.
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/typewriter, 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.

