



## Job Description

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<b>POSITION TITLE:</b>	<b>Director II, Career Technical Education/ Alternative Education County Operated Schools &amp; Programs (COSP)</b>	<b>#5039</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range II</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree, a valid California Teaching Credential, and an Administrative Services Credential. Prior administrative or supervisory work experience.

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

Teaching and/or supervision experience in Career Technical Education and Alternative Education. Previous supervision or administration experience in Career Technical Education and Alternative Education. Thorough working knowledge of curriculum development, effective instructional strategies/techniques, program design, assessment, and evaluation procedures. Five years of classroom teaching and three years of educational administration experience.

### **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 an Administrative Credential.

### **DISTINGUISHING CHARACTERISTICS:**

The Director II represents Range II of the Senior Management Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

### **SUMMARY OF POSITION:**

Under limited direction of the Assistant Superintendent of County Operated Schools and Programs, run all areas of Career Technical Education and assigned region school sites. Responsibilities include direct and indirect supervision of professional, technical, and clerical personnel.

**ESSENTIAL FUNCTIONS:**

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

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 evaluates staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopts an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Manage the day-to-day operations of assigned region school sites and provide instructional leadership.
15. Assist with new teacher induction programs
16. Oversee and manage site Quests, field trips, off-campus activities and community classroom activities.
17. Complete primary search for new school site locations, considering issues such as rent, public relations, building/planning department, fire department, and student accessibility.
18. 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.