



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Director II, Migrant Education Educational Services	#5038
SALARY PLACEMENT:	Senior Management Salary Schedule Range II	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree, a valid California teaching and an Administrative Services Credential. Five years classroom teaching experience and three years of educational administration experience. One to three years of bilingual English/Spanish educational administration.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

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 teaching and administrative credential. Bilingual in English/Spanish. Demonstrate knowledge in school finance, curriculum, bilingual education and migrant education.

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 direction of Assistant Superintendent of Educational Services, this position helps administer the Regional Migrant Education Program. Develops program applications, district service agreements, program contracts, program budgets and plans, implements and evaluates all corresponding program components as required by SJCOE and the State Department of Education. Administers and operate the Regional Migrant Summer School Programs, with input from parent advisory groups, local agencies, organizations, and school districts, will develop the Regional Migrant Education Plan.

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 evaluate 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 interpret 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 adopt 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. Maintains full knowledge of budgets and provides supervision of the fiscal functions.
14. Monitor the delivery of services to migrant children as required by the state Migrant Education Office.
15. Develop policies and procedures for contracts between LEA and school districts, and private non-profit training organizations for the development and implementation of alternative support programs for migrant students at risk.
16. Direct the identification, recruitment and enrollment of migrant children.
17. Provide for the coordination/collaboration by Migrant Education, the State, post secondary institutions, school districts, and private non-profit training organizations for the development and implementation of alternative support programs for migrant students at risk.
18. Structure parent involvement at the regional, county, and district levels.
19. Provide leadership in expanding services and developing innovative and exemplary programs.
20. Direct the development and planning of instructional programs for preschool, elementary, secondary, and post-secondary students.
21. Stay abreast of the state curriculum frameworks, standards, state of the art teaching and learning strategies, and major reform.
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.