



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Director II, Student Services County Operated Schools and Programs (COSP)	#6057
SALARY PLACEMENT:	Senior Management Salary Schedule Range 2	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of County Operated Schools and Programs, oversees all areas of County Operated Schools and Programs-Student Services.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master’s Degree. Prior administrative or supervisory experience. Five years of educational management experience. Experience working in student services for a school district or county office of education in the areas of in the areas of student attendance, enrollment, discipline, student activities and/or special events. Proficient in word processing, spreadsheet, database information systems.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Teaching Credential and a valid California Administrative Services Credential. Five years of classroom teaching experience. Experience in developing procedures in the areas of student enrollment, attendance accounting, discipline, nutrition and record management. Knowledge of Independent Study and Average Daily Attendance laws and regulations. Experience working in a county or district office student services environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. 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 student enrollment and attendance laws and guidelines. Ability to supervise, lead, and evaluate staff. Ability to delegate and hold accountable those responsible for carrying out the policies and procedures. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Ability to clearly comprehend school law and regulations at a technical and policy level. Knowledge of principles and practices related to student services; knowledge of applicable federal, state and local laws, rules and regulations regarding student records, attendance, and enrollment; ability to prioritize, supervise and evaluate the work of others; ability to plan, organize and direct student services personnel; develop, implement and monitor policies and practices as required; ability to plan and lead training; ability to operate a variety of current standard office technology; ability to carry out significant school functions with minimal direction, accurately and within scheduled deadlines.

DISTINGUISHING CHARACTERISTICS:

The Director II represents Range 2 of the Senior Management Salary Schedule, and provides leadership and vision for the organization. This position requires educational management experience.

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 materials and information concerning 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 adopts 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. Oversee and manage site quests, field trips, and off-campus activities.
14. Complete primary search for new school site locations, considering rent, public relations issues, building/planning department issues, fire department issues, and student accessibility.
15. Consult with the business department regarding Average Daily Attendance; analyze needs; plan, develop, and implement appropriate services.
16. Perform highly specialized attendance accounting and auditing functions.
17. 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.