



Job Description

POSITION TITLE:	Director I, Agriculture Environmental Technology Education Durham Ferry/College & Career Readiness Educational Services	#6236
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1	

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services and the Director II of College & Career Readiness, support the development, implementation, and sustainability of new and existing agriculture programs throughout the San Joaquin County Office of Education schools and programs. Collaborate with and strengthen existing environmental science programs.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Masters Degree, a California Agriculture Science Single Subject Teaching Credential and an Administrative Services Credential. Working knowledge and/or experience with agriculture focused student-activities and curriculum development at the elementary, middle and/or high school level or similar experience. Experience in managing, supervising, or scheduling events for large groups of participants and staff or similar experience. Understanding of the model Career Technical Education elements necessary to sustain a high quality CTE pathway in agriculture.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience teaching outdoor education and/or agriculture education. Experience developing, marketing, and promoting programs related to daily residential outdoor and/or agriculture education programs, FFA, and other events. Experience writing grants, specifically related to agriculture and CTE.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- program evaluation and data collection
- instructional strategies and curriculum
- assigned software
- agriculture focused curriculum and programs
- apprenticeship programs and their relationship to agricultural careers
- grants, specifically related to agriculture and CTE
- FFA activities, both at the state and national levels
- sustainable and edible school yard programs
- plant and soil science education

Ability to:

- supervise, evaluate, and lead staff
- operate a computer
- be flexible based on program needs
- oversee and manage budgets
- create and follow policies and procedures
- coordinate, and provide leadership for outdoor education programs designed for students in grades K-12, adult professional development, and other events
- present before large groups of people

- provide instruction and leadership to participating teachers and students
- function in a leadership role in setting agendas and conducting planning meetings
- work with community groups and volunteers
- assist in researching and writing of grants for funding in agriculture and related programs

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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.

DISTINGUISHING CHARACTERISTICS:

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

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; represent 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 and integrate programs effectively with other members across multiple departments at SJCOE as well as parents, administrators, students, and community members.
14. Evaluate the quality of student programs with a continuous improvement mindset to enhance and establish programs.
15. Recruit and market to schools and other organizations to utilize the outdoor education facilities.
16. Oversee, develop, and manage program schedules.
17. Seek funding via donations and grant writing in order to support the ongoing work.
18. Act as student discipline designee.
19. Coordinate with site operations manager to ensure facility is properly maintained.
20. Perform other related duties as required.

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 workstation, 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 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 and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.