



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Director I, Apprenticeship Programs #6302  
College and Career Readiness  
Educational Services

**SALARY PLACEMENT:** Senior Management Salary Schedule  
Range 1

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### **SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent of Educational Services, and the Director II of College and Career Readiness, manage the day-to-day operation of apprenticeship programs and activities. Conduct observations and evaluations of Related and Supplemental Instruction (RSI) for Apprenticeship Programs for which San Joaquin County Office of Education (SJCOE) is the LEA or provides oversight. Develop positive and effective relationships with apprenticeship program directors, coordinators, instructors, and staff. Support the implementation, continuance, and/or upgrading of existing apprenticeship activities and programs. Extensive travel is required.

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

Possess a Bachelor's Degree or three years equivalent education, training, or experience that demonstrates an expertise in working with educational organizations, and/or business and industry. Experience in program development, and management; organization of activities and/or special events. Experience in managing and supervising staff.

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

Possess a California teaching credential and/or Master's Degree. Knowledge of Career Technical Education. Experience working with educational agencies, registered apprenticeship programs, school districts, colleges, and community partners. Working knowledge and/or experience with apprenticeship programs. Experience writing and managing grants.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- apprenticeship programs
- program evaluation and data collection
- grant writing and reporting

Ability to:

- operate a computer
- make decisions and solve problems effectively and efficiently
- be flexible based on program needs
- create and follow policies and procedures
- provide leadership in programs designed for adult and youth apprenticeships
- speak and make presentations before large groups of people
- supervise, evaluate, and lead staff
- Travel to program visits, conferences, and meetings as required

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. Travel throughout the state to apprenticeship program sites to conduct instruction and instructor observations.
2. Review curriculum, lesson plans, instructors, and facilities.
3. Conduct Related and Supplemental Instruction (RSI) observations and evaluations.
4. Prepare comprehensive reports and meet deadlines.
5. Meet with apprenticeship program directors and/or coordinators, and discuss current conditions, future plans, program growth, number of completers, completion rates, pass rates for licensing, additional occupations, instructor training and evaluations, curriculum review and lesson plan review.
6. Attend and participate in meetings on apprenticeship, program development and/or state and local conferences as requested.
7. Maintain confidentiality on issues concerning program and staff.
8. Oversee and assist with budget development.
9. Supervise and evaluate staff.
10. Communicate effectively both orally and in writing.
11. Establish and maintain cooperative and effective working relationships with others.
12. Work independently with little direction.
13. Meet schedules and timelines.
14. Work with local businesses and industries to support apprenticeship opportunities and growth.
15. Work with SJCOE grant writers in seeking funding to support activities.
16. 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 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.
7. Walk for extended periods of time and navigate outdoor terrain.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and uneven terrain. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to travel, including driving to and from various locations (mileage reimbursement allowance provided).