



Job Description

POSITION TITLE:	Director II, Venture Academy Family of Schools County Operated Schools & Programs	#6223
SALARY PLACEMENT:	Senior Management Salary Schedule Range 2	

SUMMARY OF POSITION:

Under limited direction of the Venture Academy Family of Schools Division Director, oversee all areas of Venture Academy Family of Schools and provide leadership to the school community.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Teaching Credential &/or Pupil Personnel Services Credential. Possess a Master's Degree and a valid California Administrative Services Credential. Five years of experience in an educational setting working directly with students and three years' experience as an administrator in a school setting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience with the WASC accreditation process and LCAP development.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer and have foundational technical skills
- create and follow policies and procedures
- find solutions to complex issues
- supervise, lead and evaluate staff
- be flexible based on program needs

Knowledge of:

- A-G course requirements and submissions
- Federal and state laws, regulations, policies and procedures and requirements especially those specific to charter schools
- assigned software
- program evaluation and data collection
- Student Study Teams, Individualized Educational Plans, and 504 plans

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 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 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 and provide instructional leadership at all VAFS sites.
15. Assist in new teacher induction programs.
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 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, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.