



Job Description

POSITION TITLE:	Director II College and Career Readiness Educational Services	#6190
SALARY PLACEMENT:	Senior Management Salary Schedule Range 2	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services, oversees all areas of Career Technical Education at SJCOE and serves as a liaison to the districts, community and agencies supporting Career Technical Education and College Readiness. This position assists in the planning, development, implementation, facilitation, assessment, and continuous improvement with district, county, and statewide educational leaders and leadership teams, aimed at increasing student access to post-secondary education and employment opportunities. Responsibilities include direct and indirect supervision of professional, technical, and clerical personnel.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree. Prior administrative or supervisory experience. Experience working in Career Technical Education for a school district or county office of education in the areas of college and career readiness. Possess an Administrative Services Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Teaching and/or supervision experience in Career Technical Education, Apprenticeship Programs, and Alternative Education. Thorough working knowledge of curriculum development, effective instructional strategies/techniques, program design, assessment, and evaluation procedures. Knowledge and experience working with the California State Division of Apprenticeship Standards. Experience in writing grants and required grant reporting.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation data collection
- Career Technical Education's 15 industry sectors and 58 career pathways, curriculum articulation, dual enrollment, work-based learning, and registered apprenticeships for adults and youth

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets

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 has three levels.

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 developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents 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. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. Manage the day-to-day operations of assigned region school sites and provide instructional leadership.
15. Assist with new teacher induction programs.
16. Coordinate offerings with community colleges, universities, technical schools and certification programs to increase student access to career based certifications and dual enrollment.
17. Build and maintain a deep network of local resources and partner agencies supporting for students.
18. Facilitate the use of current research-based career education strategies and best practices to address the needs of students, teachers, and college and career readiness goals.
19. Assist in the planning, development, implementation, facilitation, assessment, and continuous improvement with district and county educational leaders and leadership teams, aimed at increasing student access to post-secondary education and employment opportunities.
20. Align current apprenticeship efforts with a vision to grow quality programs both in San Joaquin County and State-wide.
21. 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, 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.

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