



## Job Description

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**POSITION TITLE:** Division Director, Contract Acquisition and Engineering #6314  
CodeStack  
Educational Services

**SALARY PLACEMENT:** Administrative Council Salary Schedule  
Range II

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### **SUMMARY OF POSITION:**

Under the direction of the Deputy Superintendent of Professional Learning and Support, the CodeStack Division Director, Contract Acquisition and Engineering is responsible for leading and overseeing the contract acquisition and engineering functions within the division. This role involves strategic planning, resource management, and ensuring that all contract and engineering projects are executed efficiently, within budget, and to the highest quality standards. Develop concepts, designs, and deployment of new innovative systems and services. Research and evaluate new technologies, trends, and best practices. Write and prepare elaborate proposals and contracts. Participate in contract negotiations. Prepare and formulate cost analysis, quotes, and work with the Project Management Office (PMO) to establish timelines/milestones. Conduct sales presentations and demonstrations. Conduct market analysis and develop creative and strategic marketing plans. Manage several data management systems in considerably large and diverse user environment within a broad framework of standards, policies and procedures, utilizing current techniques and methodologies. Manage and oversee multi-million-dollar budgets. Manage, supervise, lead, and evaluate department staff. The Division Director will work closely with senior management, clients, and cross-functional teams to drive organizational success.

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

Possess a bachelor's degree or higher in Computer Engineering, Business Administration or related field and five years of educational administration experience.

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

Possess a Master's Degree or higher with a concentration in computer-related technology. Technology solution sales and marketing experience. Possess a deep and broad understanding of technology from programming, databases and system architecture to project management, hardware, and data centers. Previous work experience in writing technical proposals and contract negotiation.

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

Knowledge of:

- assigned software
- program evaluation and data collection
- system design and management, including, but not limited to requirements gathering, scope analysis, cost analysis, developing milestones, timelines, system documentation, testing, implementation, training, and support among others
- a System Development Life Cycle (SDLC). Knowledge of student data management systems and experience working with public education

- large data-driven web and software application. Ability to manage data center (i.e., facility, equipment, hardware, security, connectivity, disaster recovery, etc.)
- formulating cost analysis, quotes, and timelines/milestones to customers
- conducting sales presentations, demonstrations, market analysis, and developing creative and strategic marketing plans
- SCRUM and Agile methodologies

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 multi-million-dollar budgets
- write and prepare elaborate proposals, contracts, and scopes of work

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a full understanding of object-oriented programming and system architecture and design
- 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 Division Director represents Range II on the Administrative Council 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. 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.
3. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Prepare reports as needed for program.
8. Formulate cost analysis, quotes, and timelines/milestones to customers.
9. Conduct sales presentation, demonstrations, market analysis, and develop creative and strategic marketing plans.
10. Develop concepts, designs, and deployment of new innovative systems and services.
11. Research and evaluate technologies, trends, and best practices.
12. Develop and implement strategic plans for contract acquisition and engineering projects.
13. Lead the contract acquisition team in identifying and pursuing new business opportunities.
14. Oversee the development, negotiation, and administration of contracts.
15. Maintain relationships with clients, vendors, and regulatory bodies.
16. Oversee the engineering team to ensure projects are completed on time, within scope and budget.
17. Implement best practices in engineering processes.
18. Ensure the engineering solutions meet technical standards and client specifications.
19. Monitor financial performance and implement cost-control strategies.
20. Conduct performance evaluations and implement professional development plans.
21. Ensure all projects adhere to quality standards and best practices.
22. Implement and monitor quality control processes.
23. Address and resolve any quality issues promptly.

24. Identify and mitigate risks.
25. Develop contingency plans to address potential issues.
26. Performs other related duties as required.

**ESSENTIAL LEADERSHIP QUALITIES:**

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Manages one's emotions and those of others effectively.
8. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
9. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
10. Skillfully navigates change with confidence and composure.
11. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
12. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

**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 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. Employees may be required to work outside of normal workdays and office hours for emergency situations, troubleshooting, critical demand periods, scheduled vacations or to meet installation deadlines.