



Job Description

POSITION TITLE:	Division Director, Student Services County Operated Schools and Programs (COSP)	#6057
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 2	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of County Operated Schools and Programs, oversees all areas of County Operated Schools and Programs and Special Education Student Services.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree. Prior administrative or supervisory experience. Five years of educational management experience. Experience working in student services for a school district or county office of education in the areas of in the areas of student attendance, enrollment, discipline, student activities and/or special events. Proficient in word processing, spreadsheet, database information systems.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Teaching Credential and a valid California Administrative Services Credential. Five years of classroom teaching experience. Experience in developing procedures in the areas of student enrollment, attendance accounting, discipline, nutrition, and record management. Knowledge of Independent Study and Average Daily Attendance laws and regulations. Experience working in a county or district office student services environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- student enrollment and attendance laws and guidelines
- principles and practices related to student services
- applicable federal, state, and local laws, rules and regulations regarding student records, attendance, and enrollment

Ability to:

- operate a computer
- be flexible based on program needs
- supervise, lead, and evaluate staff
- delegate and hold accountable those responsible for carrying out the policies and procedures
- create and follow policies and procedures
- oversee and manage budgets
- clearly comprehend school law and regulations at a technical and policy level
- prioritize, supervise, and evaluate the work of others
- plan, organize and direct student services personnel
- develop, implement, and monitor policies and practices as required
- ability to plan and lead training
- carry out significant school functions with minimal direction, accurately and within scheduled deadlines

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 Division Director represents Range 2 of 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. 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 materials and information concerning department programs, services, operations, and activities.
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 adopts 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. Oversee and manage site quests, field trips, and off-campus activities.
14. Complete primary search for new school site locations, considering rent, public relations issues, building/planning department issues, fire department issues, and student accessibility.
15. Consult with the business department regarding Average Daily Attendance; analyze needs; plan, develop, and implement appropriate services.
16. Perform highly specialized attendance accounting and auditing functions.
17. All other duties as assigned.

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. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
8. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
9. Skillfully navigates change with confidence and composure.
10. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.

11. 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, 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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