

DIRECTOR, CAREER DEVELOPMENT

Definition:

Plan, organize and direct the services and activities of the Career Development department within the Educational Support Services Department of the County Office of Education; provide educational and administrative leadership to certificated and classified staff and students at designated sites; plan, supervise and evaluate the work performed by certificated and classified staff; assist in the development and administration of the Career Development budget; monitor and approve expenditures; direct and coordinate the development and implementation of in-service training programs; provide interpretation and guidance of compliance to laws; serve and maintain liaison between the County Board of Education and County Office of Education, the media, school districts, schools, Workforce Investment Board, School-to-Career Board, local community college, community groups and the public; provide responsible and professional staff assistance in the management of the education program(s); manage and coordinate facilities use and perform related duties as assigned.

Distinguishing Characteristics:

- Working under general direction, assist in the development and implementation of goals and objectives within the department;
- Holds primary responsibility for communicating the mission of Career Development to community and partner school districts;
- Budgetary responsibilities include developing and administering budget(s), monitoring and approving expenditures within approved budget(s);
- Supervisory responsibilities include a wide range of certificated and classified staff from day-to-day supervision to overseeing others in conducting and signing formal evaluations to initiating and writing contracts for work performance by staff and non-public agents;
- Plans SCANS based unit objectives; makes many decisions; may refer specific cases to supervisor;
- Contract with others include local school district superintendents, administrators, school boards, Workforce Investment Board, the School-to-Career Board and local community college, the public and other agencies as an official representative of the County Office of Education; contacts require influencing of others to obtain desired results.

Supervision Received and Exercised:

Administrative direction is provided by the Director of Educational Support Services. Responsibilities include direct and indirect supervision for certificated and classified staff.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Develop, communicate, and implement operational guidelines and programs in accordance with policy adopted by the Sonoma County Board of Education;
- Develop professional goals and objectives that support and are consistent with the goals of the County Board of Education and County Superintendent of Schools;
- Establish and maintain clear communication and cooperative working relationships with County Board Members, County Superintendent, Sonoma County Office of Education staff, Workforce Investment Board, Economic Development Board, School to Career Board, Sonoma County CalWORKs, local community college, school districts, regional and state administrators through announcements, newsletters, publications and site visitations;
- Plan, organize and administer the functions and activities of the Career Technical Education Program including setting data driven goals, measurable objectives, market driven priorities and timelines for projects;
- Provide administrative leadership in developing, improving, and maintaining vocational instructional programs using established procedures related to labor market demand information, student interest surveys, location of facilities and local, regional and state involvement and approval;
- Provide on-going technical assistance and support to the California State Department of Education and other agencies as appropriate;

- Based on current job market data schedule Career Development classes and work with district and workforce personnel in the coordination of program activities and functions, transportation, program scheduling and other related activities;
- Develop, maintain, monitor and administer program budget(s), contracts and agreements; direct the forecasting of funding needs for staffing, instructional supplies and equipment; monitor and approve expenditures;
- Plan and direct communication of program information to high school students and adults; ensure the scheduling and attendance of classes with qualified students;
- Direct the development, implementation and evaluation of a variety of occupational education curriculum; research and establish contact with potential funding sources; prepare proposals and secure funding; ensure that grants and agreements are properly administered;
- Maintain professional competencies in areas of responsibility; maintain contact with and participate in professional job related organizations; serve as liaison to professional groups;
- Select, train, supervise and evaluate staff;
- Perform related duties as assigned.

Employment Standards

Knowledge of:

- Principles, theories, practices, methods, and techniques applicable to vocational education and curriculum standards and staff development, student assessment and technology;
- Data analysis and translation to program implementation in the context of strategic planning, staff development, student achievement, and employer satisfaction;
- Principles and practices of modern management including performance based personnel administration, organizational development, budgeting, collective bargaining, purchasing and information technology;
- Funding sources for the assigned areas of specialized service and the variety of related regulations, controls and reporting procedures;
- Laws, codes, regulations, ordinances and other requirements which are applicable to the education field in general and to the particular service area for secondary and adult students including CalWORKs specifically;
- Budget development and administration.

Ability to:

- Anticipate/respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials and resources;
- Express ideas and concepts clearly and concisely in both oral and written form; use language, humor, and technology appropriate to audience;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
- Motivate, challenge and guide others in the improvement of educational programs and County Office services;
- Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively;
- Conceptualize new ideas and approaches, integrate them into a coherent program; initiate cost-effective programs and services;
- Develop and administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes;
- Plan, organize and conduct training, in-service and staff development activities; coordinate curriculum and instruction projects, conferences, events and activities;
- Assume primary responsibility for the maintenance and operation of site(s); providing a safe and healthful environment for students, staff and clients;
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set high standards and assist others in meeting those standards;
- Select, train, supervise and evaluate staff relative to program objectives; observe and document performance; design data-based improvement process;
- Maintain and improve professional skills and knowledge;

- Be flexible and receptive to change;
- Plan, coordinate and administer functions and activities of the Career Development in accordance with applicable laws codes, policies, regulations and procedures;
- Assist school districts to evaluate existing occupational curricula and instructional methodology, make performance based recommendations and assist in implementing strategic changes;
- Apply labor market information to the planning, placement and counseling processes of the Career Development training delivery system;
- Interpret applicable laws, codes, policies and regulations.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Masters Degree from an accredited college or university.

Experience:

- Recognized leadership in program analysis and strategic planning, across a broad series of educational and employment services.
- Experience in teaching high school students and adults.
- Seven (7) or more years of significant, directly related and progressive experience beyond experience required to obtain an appropriate credential.
- Five (5) years administrative experience, (advanced training or education may be substituted for a portion of administrative experience).
- Broad experience in staff development and in-service training.
- Experience in serving on public boards and commissions relevant to leadership development and service in public sector settings.

Credentials:

- A valid appropriate California Teaching Credential and Administrative Services Credential are required.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California drivers license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.