

**NORTH COAST SCHOOL OF EDUCATION (NCSOE), EXECUTIVE DIRECTOR**

**Definition:**

Under the general direction of the Director of Human Resources and the County Superintendent, develops, coordinates, maintains, administers and evaluates a preliminary and clear teacher, administrative, and intern training programs serving the North Coast School of Education service area, district charters, and counties. Performs other related duties as assigned.

**Supervision Received and Exercised:**

The Director of Human Resources and the County Superintendent provide general direction. Responsibilities include providing direction to and supervising certificated and classified staff.

**Examples of Duties and Responsibilities:**

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

- Plans, organizes and manages the ongoing operations of the Sonoma County North Coast School of Education;
- Coordinates with district, county, regional and state agencies as needed to implement program requirements;
- Establishes and maintains necessary training sessions for program candidates;
- Directs and supports staff in orientation and support of candidates, instructors, and practicum supervisors;
- Directs and manages staff in the development, delivery and refinement of course content;
- Identifies, recruits, assigns and evaluates program faculty;
- Monitors and evaluates program to maintain accreditation, ensure compliance with changing policies and meet the needs of new administrators and teachers;
- Ensures that the teaching and administrative programs articulate with institutions of higher education to develop and maintain partnerships and provide higher level credit as needed;
- Develops and implements a recruitment plan and application process for aspiring and new teachers and administrators that includes a focus on diversity;
- Participates in candidate selection;
- Identifies and implements improvements to the participant selection process;
- Maintains communication plans to disseminate information and provide feedback for program participants;
- Develops and executes an interactive instructional series for new educators that utilizes a multi-media and technology focus;
- Ensures that applicants are aware of funding options;
- Develops and maintains system of classroom walkthroughs and observations for interns and new administrators;
- Ensures the program leads to the development of a self-supporting cadre for new NCSOE interns, teachers, and administrators;
- Works with service area districts and charter schools to build coaching systems to support ongoing leadership development;
- Develops, implements and maintains an annual evaluation of the NCSOE's program that includes input from program participants and charter district leadership;

- Maintains accurate records, completes required reports and administers budgets;
- Establishes and maintains liaisons with universities, school districts, county service agencies, state agencies, and other partners;
- Selects, trains, supervises and evaluates the performance of clerical/technical staff.

## **EMPLOYMENT STANDARDS:**

### ***Knowledge of:***

- Techniques and practices of effective supervision and administration;
- Federal and State laws, policies, procedures and practices governing primary and secondary educational programs;
- Assessment and evaluation strategies for administrators and programs; goals, requirements, and guidelines of the state of California's Commission on Teacher Credentialing regarding teacher and administrative preparation programs;
- Budget preparation and control;
- Methods of communication between agencies served by the County Office of Education on a countywide and regional, and statewide basis.

### ***Ability to:***

- Coordinate the work of program specialists, teachers, managerial, and clerical staff;
- Plan, implement, assess, and evaluate teacher and administrative training programs;
- Develop program goals, set priorities, monitor expenditures and evaluate programs;
- Select, train, and supervise staff;
- Utilize technology effectively;
- Develop and maintain positive working relationships;
- Communicate effectively in both verbal and written form;
- Present ideas and concepts clearly and concisely;
- Comprehend and interpret laws, rules and regulations, and policies pertaining to programs and services;
- Research, acquire and evaluate appropriate data for effective problem solving and/or decision-making.

### **Education and Experience:**

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

#### ***Education:***

- Bachelors Degree from an accredited college or university with an emphasis in education or closely related field;
- Masters Degree in education or a related field is preferred; and
- Doctorate Degree in an educational field is desirable.

#### ***Experience:***

- Two years of supervision or administrative experience within the last three years;

- Extensive, progressively responsible experience in instructional services including direct administration in county office(s) of education or medium or large sized school district(s), preferably at a director level or above;
- Successful experience in the design and administration of a professional development and assessment program for aspiring and new administrators desirable;
- General knowledge and understanding of charter, district, and county office funding.

***Credentials:***

A valid California Teaching and Administrative Services Credential.

**Work Environment:**

*The following conditions may be present:*

- Walking on uneven ground when outdoors;
- Exposure to student illnesses, 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 Sonoma County Office of Education, 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