

REGIONAL DIRECTOR I

Definition:

Under the direction of the Assistant Superintendent of the Educational Support Services, the Regional Director I will plan, organize, control and direct the administration and accountability of the Regional Program in counties outside of Sonoma; develop and oversee the regional programs; provide professional development and support for the Educational Support Services Department site personnel; establish collaborative relationships with other agencies, county offices and higher education representatives; and supervise and evaluate the performance of assigned personnel.

Supervision Exercised and Received:

General administrative direction is provided by the Assistant Superintendent of Education Support Services.

Examples of Duties and Responsibilities:

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

- Plan, direct, and supervise the functions and activities of the Regional Program, including setting goals, objectives, and priorities
- Direct the regional dissemination of the Regional program throughout identified Region 1 County Offices
- Establish partnerships with institutions of higher education and community organizations
- Implement and deliver professional development and parent education activities for the regional program
- Represent Region 1 on the Statewide Advisory Board and in partnerships with higher education and community organizations
- Hire, train, direct, support and evaluate certificated and classified staff
- Develop and manage the regional program budget
- Process data regarding county and regional activities to Region 1 County Offices of Education, and the California Department of Education
- Develop, maintain, and evaluate systems for the effective delivery of research-based, data-driven teaching and learning models focused on closing the achievement gap
- Communicate effectively both orally and in writing
- Interpret, apply, and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports

Employment Standards:

Knowledge of:

- Coordinating and presenting professional development activities;
- Writing and implementing grants;
- Supervising personnel;
- Implementing and monitoring school improvement and reform efforts;
- Working with under-served student populations.
- Establishing procedures and priorities;
- Facilitating group processes;

- Establishing structures that invite parent and community interaction and build student voice opportunities;
- Managing resources to accomplish long and short-term program goals;
- Designing and presenting professional development activities and information presentations.
- California Content Standards, Curriculum Frameworks and the California Standards for the Teaching Profession; the goals and principles of the program, the curriculum, methodologies and successful program operation and evaluation.

Ability to:

- Train supervise, and evaluate staff;
- Coordinate schedules;
- Analyze, interpret, and apply laws and regulations;
- Develop and manage department budgets;
- Initiate partnerships and collaboration across agencies;
- Work both independently and with a variety of individuals and groups;
- Manage and prioritize multiple responsibilities;
- Establish and maintain appropriate deadlines;
- Communicate effectively orally and in written form;
- Use and apply appropriate technology;
- Exercise sound judgment;
- Drive a car; travel to various locations.

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:

- Possession of a Master’s Degree from an accredited college or university.

Experience:

- With a variety of programs at the district, county, or state level
- Minimum five years teaching experience in a public school setting

Credentials:

- A valid California Teaching Credential and California 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.