

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DIRECTOR III, EDUCATIONAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control and direct educational services operations, activities, and programs to enhance student learning in district and county schools; coordinate and direct communications, information, personnel, resources, curriculum, professional development and fiscal functions to meet student needs and assure smooth and efficient department activities; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct Curriculum and Instruction operations, activities, programs and educational services to enhance student learning in County schools; assure optimal allocation of departmental resources; establish and maintain Department time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, information, personnel, resources, curriculum, professional development and fiscal functions to meet student needs and assure smooth and efficient Department activities; oversee the development and implementation of Curriculum and Instruction activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Direct and participate in the design, development, implementation and conducting of trainings, workshops and professional development activities for County faculty and administrators concerning educational programs, services and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques; prepare and deliver oral presentations.

Plan, organize, control and direct operations and activities to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies; participate in the development and implementation of curriculum standards to meet student needs.

Monitor and analyze Department operations and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; oversee the research, development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the Department.

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Provide technical information and assistance to the Associate Superintendent regarding Curriculum and Instruction issues, needs, services and activities; assist in the formulation and development of related policies, procedures and programs; collaborate in the preparation of agenda items and development of Division and Department projects, goals and objectives.

Coordinate and direct communications, resources, correspondence and information between County Office administrators, personnel, school districts, outside organizations, the public and various local and State agencies to meet the learning needs of students; assure proper and timely resolution of Curriculum and Instruction issues and conflicts.

Provide consultation, coaching and technical expertise to personnel, administrators, school districts and others concerning Curriculum and Instruction programs and services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, projects, issues, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Develop and prepare the annual preliminary budget for Curriculum and Instruction; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer Department grants and the disbursement of related funds.

Maintain current knowledge of educational methods, practices and standards related to Curriculum and Instruction and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.

Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to Curriculum and Instruction; develop, prepare and distribute presentation, training and informational materials.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to budgets, personnel, professional development, projects and assigned activities.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain partnerships with outside agencies to enhance support for Department services.

Operate a variety of office equipment including audio-visual devices, projectors, computers and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and committees; present materials and information concerning Department programs, services, operations and activities; represent the Department, Division and County Office at local, regional and State meetings, conferences, in-services and events; direct the preparation, coordination and promotion of various academic events.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of Curriculum and Instruction operations, activities, programs and educational services.

Curriculum standards, interpretation and application in County schools.

Local, State and federal standards and requirements governing Curriculum and Instruction.

Principles, practices and procedures involved in the development and implementation of instructional activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Instructional techniques and strategies related to County schools and programs.

Policies and objectives of assigned programs and activities.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, control and direct Curriculum and Instruction operations, activities, programs and educational services to enhance student learning in County schools.

Coordinate and direct communications, information, personnel, resources, curriculum, professional development and fiscal functions to meet student needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of Curriculum and Instruction activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Direct and participate in the design, development, implementation and conducting of trainings, workshops and professional development activities for County faculty and administrators.

Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies related to Curriculum and Instruction.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Prepare and deliver oral presentations.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and five years administrative experience working with educational programs and services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information and make presentations.