

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR DIRECTOR, EDUCATIONAL SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, plan, direct, manage and provide leadership for the activities and operations of the assigned areas of responsibility; to establish and maintain liaison with local district administrators and to provide services and support as necessary; to coordinate and direct personnel, resources, curriculum, communications, information and fiscal functions to meet educational needs and requirements and enhance student learning and achievement; supervise and evaluate of the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, direct, manage and provide leadership for the activities and operations of the assigned areas of responsibility. Establish and maintain department time lines and priorities; assure related activities comply with established local, State and federal standards, requirements, laws, codes, regulations, policies and procedures.
- Coordinate and direct personnel, resources, curriculum, communications, information and fiscal functions to meet educational needs and requirements and enhance student learning and achievement; direct the development and implementation of programs, plans, services, projects, standards, strategies, goals and objectives of the assigned areas of responsibility.
- 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.
- Administer and monitor department programs and activities to assure compliance with established curriculum standards and requirements; direct the development of curriculum standards to meet student needs; coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies related to the assigned areas of responsibility; direct the scheduling, development and implementation of professional development activities and trainings.
- 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; direct the research, development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the department.
- Coordinate and direct department 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; collaborate with regional and State agencies in providing educational resources and support services; assure proper and timely resolution of Educational Services issues and conflicts.
- Provide consultation and technical expertise to personnel, administrators, school districts,

outside agencies and others concerning Department programs and services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, projects, issues, principles, school improvement processes, practices, techniques, laws, codes, regulations, initiatives, policies and procedures of the assigned areas of responsibility.

- Develop and prepare the annual preliminary budget for the Educational Services; determine budget priorities; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct and participate in the administration of department grants and the disbursement of funds; assure compliance with grant specifications and requirements; research, obtain and maintain grants and other funding sources.
- Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to Educational Services; direct the modification of programs, functions, policies and procedures to meet local, State and federal requirements as appropriate; provide leadership and direction in developing new and innovative student programs and support services.
- Assure adequate resources and personnel to meet department needs; monitor staffing needs and initiate recruitment activities as appropriate; develop, monitor and update personnel staffing plans; coordinate activities to assure adequate instructional materials to meet department needs; coordinate contracts and purchasing activities as needed.
- Receive, process, analyze and determine appropriate response to appeals submitted by school districts or parents related to expulsions and inter-district transfers; provide technical recommendations concerning the resolution of expulsion and transfer appeals.
- Plan, direct, manage the research and analysis of a variety of technical data related to Educational Services; direct and participate in the development, preparation and distribution of presentation, training and informational materials.
- Direct the preparation and maintenance of a variety of records, reports and files related to programs, services, budgets, personnel, professional development, projects, accountability 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 resources and support for department services.
- Operate a variety of office equipment including a computer 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 and County Office at local, regional and State meetings, conferences, in-services, task forces, boards, councils and events.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the educational operations, activities, programs and

school district support services of the Educational Services Department.

- Curriculum standards, interpretation and application in assigned area of responsibility.
- Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.
- Local, State and federal standards and requirements governing Educational Services.
- Principles and practices of long-range and strategic planning in an educational setting.
- County Office organization, operations, policies and objectives.
- Instructional techniques and strategies related to assigned departments.
- 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, direct, manage and provide leadership to the educational operations, activities, programs and school district support services of the Educational Services Department.
- Coordinate and direct personnel, resources, curriculum, communications, information and fiscal functions to meet educational needs and requirements and enhance student learning.
- Supervise and evaluate the performance of assigned personnel.
- Direct the development and implementation of Educational Services' activities, programs, plans, projects, standards, strategies, goals and objectives.
- Provide consultation and technical expertise concerning department programs and services.
- Monitor, analyze and modify programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of department programs and services.
- Direct the development and implementation of professional development activities and trainings.
- 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 required (Doctorate Degree preferred), and eight 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.