

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: Director**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, plan, organize, control, and direct the operations and activities involved in the development and implementation of services and support functions of the assigned programs and services; provide direction, consultation, technical assistance and training to faculty, staff, school districts, agency representatives, and the public concerning assigned programs and related services, standards, requirements and procedures; coordinate and direct communications, information, curricular resources, staff development activities, and personnel to meet student needs and enhance educational effectiveness of assigned programs and services.

#### **REPRESENTATIVE DUTIES:**

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

Plan, organize, control, and direct the operations and activities involved in the development and implementation of assigned programs and services; coordinate instructional activities to enhance student learning and achievement in designated areas; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Provide consultation, technical assistance and training to faculty, staff, administrators, outside agencies, school districts, families and the public concerning assigned programs and services; respond to inquiries, resolve conflicts, and provide detailed and technical information concerning related standards, requirements, practices, services, schedules, events, activities, plans, goals, objectives, laws, codes, regulations policies and procedures; insure that adequate resources are available for assigned programs.

Direct and coordinate communications, information, curricular functions, staff development services, resources, and personnel to meet student needs and enhance educational effectiveness of assigned programs and services.

Develop, coordinate, implement and conduct training and staff development activities concerning assigned programs and services; prepare and deliver oral presentations concerning related principles, standards, guidelines, requirements, practices, classroom activities, curriculum, procedures and techniques; develop lesson plans and adjust activities according to staff needs. Direct and participate in the research, compilation, preparation and dissemination of related training and support materials.

Monitor and evaluate assigned programs and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational and program needs; develop and implement policies, standards and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned programs and services.

Direct the research, assembly and compiling of technical information and data related to assigned programs and services; oversee the preparation and distribution of documents such as correspondence, grants, fiscal documents, agendas and calendars related to assigned activities.

Administer promotional and marketing activities to facilitate community awareness of assigned programs and services; oversee the preparation and distribution of informational materials; oversee the preparation, evaluation and processing of forms and applications.

Develop and prepare the annual preliminary budget for assigned programs and services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; coordinate purchasing activities as needed; research, obtain and assist with grants and other outside funding.

Maintain current knowledge of educational methods, practices and standards, pending legislature and laws, codes, regulations, policies and procedures related to assigned activities; modify programs and services to assure compliance with local, state and federal requirements as appropriate.

Direct and participate in the preparation and maintenance of various records, reports and files related to programs, services, grants, schools, curriculum, financial activity, budgets, personnel and assigned duties.

Operate office equipment including a copier, fax machine, computer and assigned software; utilize audio-visual equipment as required; drive a vehicle to conduct work.

Coordinate, attend, and participate in meetings, conferences, committees, boards, councils, and task forces; serve on boards, councils and committees as required; coordinate, attend and participate in special events, workshops, in-services and conferences; present information concerning assigned programs and services.

Direct and provide services to assure appropriate delivery of designated educational services to identified students; observe students, review information, identify needs and consult with staff and families concerning progress; visit school sites and classrooms to observe activities, provide technical support and assure education needs are being met.

Monitor and assess assigned services and programs for effectiveness and operational efficiency; receive and respond to administrative, staff and public input concerning program needs; assist in the development and implementation of standards, policies and procedures to enhance the educational effectiveness and operational efficiency of programs and services.

Serve as a liaison and coordinate programs, services, communications and student information between administrators, personnel, school districts, outside organizations, families, governmental agencies and the public; collaborate with staff, faculty and administrators in the development and implementation of program services, goals and objectives.

Assist in assuring adequate personnel and resources for assigned programs; review staffing levels and service delivery models and recommend modifications as appropriate.

Train and evaluate the performance of designated personnel; participate in the interviewing and selection of employees and recommend transfers, reassignment, termination and disciplinary actions.

Compile information and prepare and maintain records, reports and files related to programs, students, mileage, financial activity and assigned duties.

Direct and participate in the composition, development and preparation of documents such as forms, newsletters, handbooks and procedural manuals.

**OTHER DUTIES:**

Perform related duties as assigned within the scope and skillset of the classification.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization, and direction of the operations and activities involved in the direction, development and implementation of assigned programs and services.

Programs, services, standards, requirements and procedures related to assigned programs and services.

Instructional techniques and strategies related to assigned programs.

Local, State and Federal standards and requirements governing assigned programs.

Practices, procedures, and techniques involved in the development and implementation of projects, plans, strategies, goals, objectives, systems, schedules, events, and activities related to assigned programs and services.

Principles, practices, and procedures involved in the development and implementation of staff development activities.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students in our county.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

**ABILITY TO:**

Plan, organize, control, and direct the operations and activities involved in the development and implementation of assigned programs and services.

Provide consultation, technical assistance and training to faculty, staff, administrators, outside agencies, school districts, families and the public concerning assigned programs and services; respond to inquiries, resolve conflicts, and provide detailed and technical information.

Direct and coordinate communications, information, curricular functions, staff development services, resources, and personnel.

Develop, coordinate, implement and conduct training and staff development.

Direct and participate in the research, compilation, preparation and dissemination of related training and support materials.

Monitor and evaluate assigned programs and services for educational and financial effectiveness and operational efficiency.

Direct the research, assembly and compiling of technical information and data.

Administer promotional and marketing activities; oversee the preparation, evaluation and processing of various forms and applications.

Develop and prepare the annual preliminary budget, control and authorize expenditures, coordinate purchasing activities, research, obtain and assist with grants and other outside.

Maintain current knowledge of educational methods, practices and standards, pending legislature and laws, codes, regulations, policies and procedures related to assigned activities; modify programs and services to assure compliance with local, state and federal requirements as appropriate.

Direct, prepare, and maintain records, reports and files.

Operate a computer and assigned office equipment.  
Coordinate, attend, and participate in meetings, conferences, committees, boards, councils, and task forces.  
Assure proper and timely resolution of related student, family and staff issues and conflicts.  
Prepare and deliver oral presentations.  
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.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree and five years increasing responsible experience working in an educational or similar area related to assigned programs and services.

**LICENSES AND OTHER REQUIREMENTS:**

Depending on the specified position (see Supplemental Position Information) one or more of the following credentials will be required:  
Valid California Teaching Credential  
Valid California PPS Credential authorizing service as a School Psychologist  
Valid California Teaching Credential authorizing instruction in special education settings.  
Valid California Administrative Services Credential or Certificate of Eligibility

**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 and standing for extended periods of time.

Hearing and speaking to exchange information.