

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR II - CATEGORICAL & SPECIAL PROJECTS**

#### **BASIC FUNCTION:**

Under the direction of the Chief Academic Officer, plans, organizes, controls and directs the technical support and training on State and federal categorical programs for leadership teams; provides regional support in CAIS training, parent engagement training, and State-wide support in parent engagement to support students' academic achievement; develops internal categorical financial control system; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

Plans, organizes, controls and directs the technical support and training on State and federal categorical programs for leadership teams.

Trains and provides categorical program and fiscal resources to County school districts on federal and State categorical programs and compliant budget development; provides for categorical program and fiscal monitoring, development of policies, procedures, internal controls for program and fiscal accountability, compliant implementation of the Quality Investment Act (QEIA) Program, coordination of health and wellness programs, and compliant development of the Local Education Agency (LEA) and school safety plans; serves as lead trainer.

Provides district-wide stakeholder training; assists in the completion of the LEA plan and English Learner Master Plan; coordinates Title IV trainings;

Supports the management of the Health and Wellness Initiative and represents the County Office at Regional 5 ASES after-school collaborative for regional program development and evaluation.

Updates comprehensive school safety plans, school site councils with bylaws, election of officers, and trainings to assure parents and key stakeholders have input on school site categorical budget development and monitoring.

Supports the Risk Management Department in creating a compliant federal asset inventory tracking system; supports the Risk Management Department in developing purchasing contract processes for the County Office Alternative Education Supplemental Education Services Program.

Supervises program coordinators and provides Alternative Education and Special Education Department leaders in developing categorical programs.

Assists the Business Services Department personnel administrators in building internal controls and procedures to reconcile categorical program budgets; provides resources for instituting a compliant time-accounting process for categorically funded staff.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignments, terminations and disciplinary actions.

Leads an Educational Services Department's Parent Engagement Initiative to close the achievement gap; provides related training at conferences; provides the Educational Services Department with coordinated support on County office charter petition reviews and on-going petition monitoring support, including compliant program development.

Provides technical expertise, information and assistance to the Chief Academic Officer regarding assigned programs and projects; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; reviews categorical time-accounting data tracking; monitors federal inventory report tracking.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develops and prepares the annual preliminary budget for assigned programs and projects; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; supports the development of Single Plans for Student Achievement with budgets aligning to the LEA Plan and the compliant use of funds; monitors and assists with the evaluation of grants.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; participates on and provides support to a variety of advisory and other committees; serves as a member of assigned teams.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Categorical program development and monitoring.
- State and federally-funded programs related to assigned activities.
- Parent engagement strategies to support school and community partnership development.
- Health and wellness programs.
- School and district improvement practices.
- Charter school laws.
- 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.

**ABILITY TO:**

- Plan, organize, control and direct the technical support and training on State and federal categorical programs for leadership teams.
- Provide regional support in CAIS training, parent engagement training, and State-wide support in parent engagement to support students' academic achievement.
- Develop internal categorical financial control system
- Direct and evaluate the performance of assigned staff.
- 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.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
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 (5) years increasingly responsible experience in a related field, including three (3) years of teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid California teaching credential  
Valid California driver's license

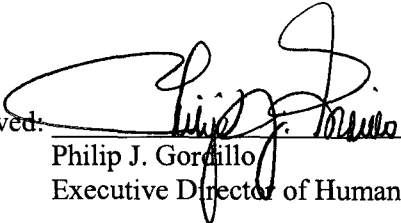
**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials

Approved:  \_\_\_\_\_ 7/01/2011  
Philip J. Gordillo Date  
Executive Director of Human Resources