

## SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Director III, Student Programs**

### **DEFINITION**

Under general direction administers the operations of the Student Programs Department (SPD) including Juvenile Court Schools, Community and Community Day Schools, provides leadership and coordination of related educational activities throughout the Sacramento area.

### **DIRECTLY RESPONSIBLE TO**

Assistant Superintendent, Student Program Services

### **SUPERVISION OVER**

Clerical, technical, and professional personnel as assigned.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, organizes, directs, coordinates, evaluates, and provides leadership for the overall operation of the Student Programs Department (SPD); acts as the liaison between the Sacramento County Office of Education (SCOE) and school districts, community agencies, local community colleges, and business/industry concerning educational activities; plans, prepares, and administers the annual department budget with necessary financial controls; annually prepares for Board approval an evaluation of the efficiency and effectiveness of the Student Programs Department; assists in the recruitment, placement, and evaluation of SPD personnel; assists in establishing and contracting with school districts desiring to operate educational programs; develops needed SPD programs to be administered by SCOE; works closely with the State Department of Education on matters relating to SPD programs; keeps informed of current and proposed legislation affecting SPD programs.

### **MINIMUM QUALIFICATIONS**

#### Education, Training, and Experience

Possession of a valid California Administrative Credential. Possession of a master's degree (doctorate desirable) with major course work in Educational Administration. Successful experience as a teacher or other related certificated assignment. Successful experience as an educational administrator.

#### Knowledge, Skills, and Abilities

Knowledge of State and Federal laws, rules, and regulations which govern education programs; knowledge, skills, and ability to effectively select, supervise, evaluate, and direct personnel; knowledge of effective methods for curriculum development and staff development; ability to research, plan, develop, operate, and evaluate effective educational programs; knowledge of basic research design; knowledge and ability to develop and control an extensive budget; ability and skills to work effectively with legislators on legislation affecting education; ability to communicate and coordinate with individuals and groups; knowledge and skills to effectively organize and write correspondence and reports.

#### Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed, and willingness to travel within the state as required.

July 2000