

**Sacramento County Office of Education Job Description**  
**Classification Title: Director I, Computer Science Education and Distance Learning**

**DEFINITION**

Under general direction, develops, plans, coordinates, manages, and provides curriculum and professional development and coaching in computer science for teachers, administrators, and other instructional support personnel at the state, regional, and local level; develops and implements related initiatives in collaboration with educational institutions and partner agencies; supports the development and implementation of distance learning at the state, regional, and local level; provides technical assistance to local education agencies within the county, region, and statewide; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate administrator

**SUPERVISION OVER**

Professional, technical, and clerical staff as assigned

**DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

**Computer Science**

Provides leadership at the state, regional, and local level to develop, plan, organize, coordinate, and provide professional learning activities necessary for the implementation of the state K-12 computer science curriculum frameworks for educators and administrators; initiates activities necessary for the coordination and articulation of computer science related career pathways, programs, and services between and among secondary and post-secondary institutions; serves on appropriate state, regional, and local committees and workgroups; leads and coordinates communities of practice among educators; leads and supports the implementation of policy to inform practice; consults on curriculum development, material selection, and alignment with state frameworks; develops resources and strategies to promote computer science education; assists administrators and teachers in computer science education implementation; provides support to school districts with student performance assessment and testing; acts as an advocate for appropriate curricular changes and modifications; presents information to local, state, and national education groups and policymakers; collaborates with content experts; maintains current knowledge of research, trends, and practices in career technical, secondary education, and Linked Learning.

**Distance Learning**

Designs, implements, directs, and supervises distance learning within County Office instructional programs; develops and provides related professional learning to educators; facilitates and supports a distance learning community of practice for districts within the county; cultivates a consortium of educators to identify experts in the field, develop and implement distance learning educator training and enrichment opportunities, and build a coordinated system of support at the regional and state level.

**Administration**

Collaborates with other agencies and community-based organizations to identify funding opportunities and develop grant applications; prepares and monitors budget and expenditures; prepares and submits required reports; oversees program evaluation; maintains program files and record keeping systems; selects, trains, supervises and evaluates the performance of professional, technical and clerical staff.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience:**

Possession of a valid California teaching credential authorizing instruction in computer science that is based

on student teaching and bachelor's degree and a valid California Administrative Services Credential; successful experience teaching computer science and in the development, administration, and monitoring of computer science curriculum and instructional programs; progressively responsible experience developing curriculum, delivering professional development in computer science to educators and coaching teachers; successful experience developing distance learning programs, teaching students via distance learning and providing professional development related to effective and engaging distance learning activities; successful experience developing collaborative teams and working in schools as an outside agent.

**Knowledge of:**

California Common Core State Standards and Computer Science Content Standards and Curriculum Frameworks; principles of professional development and training; grant application, management and reporting requirements; budgetary development and control measures; monitoring and evaluation methods; standard software applications; project based and service learning; state and local agencies and organizations participating in curriculum and instructional activities and programs; and distance learning resources, strategies and methodologies.

**Skill and Ability to:**

Plan, develop, implement and evaluate curriculum, instructional services, and professional development strategies; plan, coordinate and deliver large-scale trainings and events; prepare, monitor, and maintain budgets; develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate the progress of projects and programs toward achievement; make decisions on a variety of complex matters; work collaboratively and effectively with individuals and groups from diverse backgrounds; manage projects and work at various locations; organize work to meet strict deadlines; collect and analyze data; communicate effectively in both oral and written forms and transmit knowledge and skills to others; select, train, and supervise staff; establish and maintain cooperative working relationships with staff, partners, grantors and other clients; and maintain current knowledge of developments related to computer science education and distance learning practices and resources.

**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.

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