

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director, School of Education

DEFINITION

Under general direction, plans, develops, coordinates and maintains professional learning and educator preparation programs for the development of high-quality teachers and school leaders; serves as a member of the School of Education leadership team, supporting the divisions of Teaching and Leading; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Executive Director, School of Education

SUPERVISION OVER

Professional, clerical and technical 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, coordinates, and maintains the ongoing operations of teacher and administrator preparation and professional learning programs; coordinates with district, county, regional, and state agencies as needed to implement program requirements; formulates and implements communication plans; coordinates the development and management of assessment instruments and program evaluation; monitors budgets and expenditures; coordinates and delivers training sessions; maintains accurate records and completes reports; establishes and maintains liaisons with university, district, county, state, and other related agency staff; selects, trains, supervises, and evaluates staff as assigned; provides input and participates in program development and delivery; works with regional and statewide organizations in the delivery and implementation of credential programs.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree in education or related field, valid California administrative credential and successful administrative experience required; demonstrated success in the design, delivery administration, assessment and evaluation of educator training or professional development program at the K-12 and/or university level desirable.

Knowledge of:

Instructional support services; effective models of teacher and administrator education and professional development; assessment and evaluation strategies for educators and programs; goals, requirements, and guidelines for California educator preparation programs; techniques and practices of effective management procedures and budgetary implementation, supervision, and oversight.

Skill and Ability to:

Plan, implement, assess and evaluate programs; communicate effectively in both oral and written forms; effectively transmit knowledge and skill to others; generate and present professional development; plan, develop, and conduct meetings and training programs; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; monitor budgets and expenditures; select, train and supervise staff; work cooperatively and effectively with individuals and groups; maintain positive working relationships with various stakeholders.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally with mileage reimbursed.