

Sacramento County Office of Education Job Description
Classification Title: Director II, College and Career Readiness Initiatives

DEFINITION

Under general direction, plans, organizes and implements support for programs and professional development related to college and career readiness, A-G implementation, computer science, career technical initiatives, the arts, and school counseling at the local, regional and state-wide level; supports the development of systems to provide equity and access to post-secondary and workforce opportunities for diverse populations of learners; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical 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.)

Provides support related to college and career readiness to Sacramento school districts through Sacramento County Office of Education's System of Support Differentiated Assistance teams; leads state and regional computer science education initiatives; coordinates SCOE career technical pathway development and provides guidance and input to local districts and at the regional and statewide level; oversees the design and delivery of professional development for teachers, administrators, and counselors to support local educational agencies in building capacity to implement professional learning on a districtwide or regional scale in college & career readiness, high quality CTE pathways and training in computer science and the arts; coordinates the development and implementation of responsive programs to support K-12 partners in meeting future economic and workforce needs; assists and supports local districts in the development, implementation and continuous improvement of pathways to prepare students for college and career through the alignment of standards, curricula, assessments, school counseling services, professional learning and the development of a system of data collection activities to evaluate college and career dashboard indicators and system performance; coordinates and oversees staff to ensure the articulation of college and career readiness dashboard indicators between secondary and post-secondary institutions; promotes program equity by implementing strategies of non-bias in student recruitment and retention; develops and supports partnerships and agreements among local entities, including secondary schools, post-secondary institutions, local workforce investment boards, and business and industry organizations; maintains current knowledge of research, trends, and practices in college and career readiness, computer science education, career technical education, career pathway development, the arts, and school counseling; supports implementation of A-G, CTE, mentoring and art education plan for SCOE schools by collecting data from program administrators on the delivery of program and monitoring budget expenditures; supervises and evaluates assigned staff; develops recommended budget for areas of responsibility and monitors allocation of resources; ensures grant data and reporting requirements are met; participates in meetings, workshops and statewide organizations for the purpose of gathering and disseminating information to appropriate staff and partners; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential required; Master's degree in school administration, supervision, or curriculum preferred; successful site or district administrative experience including development and administration of departmental budgets and staff supervision required; experience leading college and career readiness initiatives, school counseling services, A-G implementation, arts

education, building K-12 career pathways, integrating academic content into Career Technical Education, and building successful partnerships with business and industry, community agencies, K-12 schools and higher education desired.

Knowledge of:

Common Core, career technical and computer science standards and curriculum frameworks, high school courses of study, college readiness and career options; American School Counselor Association standards: current research trends in career technical education, the arts, computer science education, and effects of adult protective relationships; effective staff development methods; best practices related to matters of policy, personnel management, and student services; integration and use of technology in the delivery of instruction; program development and design, needs assessment, research methodology, and program evaluation and improvement strategies; funding, budget development and management; effective communication and collaboration methods and strategies; principles and best practices related to educational data collection and data-driven decision making.

Skill and Ability to:

Provide positive leadership; engage staff and stakeholders in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; research, acquire and evaluate appropriate data for effective problem solving and decision making; develop measurable goals and objectives, set priorities, monitor expenditures and evaluate progress toward achievement; organize and prioritize work; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; communicate effectively in oral and written form; plan, organize, and assign work priorities; plan, develop, and conduct staff development activities and training programs; present ideas and concepts clearly and concisely; effectively transmit knowledge and skill to staff; select, train, supervise, evaluate and manage the work activities of a diverse staff.

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.

6/2022