

Sacramento County Office of Education Job Description
Classification Title: Director,
Community Based Coalitions and Day Reporting Centers

DEFINITION

Under general direction, leads, directs, plans, coordinates, supervises and implements process to continually improve the comprehensive delivery of services for the SCOE Community Based Coalition (CBC) and Day Reporting Center (DRC) programs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Court and Community Schools and Career Technical Program or designee

SUPERVISION OVER

Certificated and classified personnel.

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.)

Program Development

Develops SCOE CBC and DRC missions utilizing input from state agencies, county agencies, community, and staff; responsible for the day to day operation of the SCOE CBC and DRC programs; implements Superintendent and Board Policies where appropriate and articulates CBC and DRC program efforts with broad SCOE initiatives; establishes, implements and conducts drills of emergency procedures; establishes and monitors client behavior standards; leads the coordination and implementation of staff/client orientation and recognition programs; develops and implements a diagnostic and placement system to ensure appropriate placement of clients; utilizes assessment data to evaluate effectiveness of program and to assess program progress; assists instructors in the design and implementation of effective lessons; develops and implements program schedules; through the use of detailed data analysis and program evaluation, assists in the formulation of plans and programs designed to best address the current and potential needs and directions of the CBC and DRC programs; works as part of the department management team to ensure the direction taken by the department parallels the needs of the clients, families, districts, businesses and/or community; prepares a variety of reports related to program operations and maintains client files.

Human Resources/Budget/Facilities Management

Assists in the selection process of staff, and assigns, trains, supervises and evaluates staff according to established timelines; adheres to and complies with all SCOE, state and federal rules, regulations, and employee contracts; informs the Assistant Superintendent or designee of staff concerns and suggestions, and ensures complete and appropriate information is provided; documents evidence of staff performance or areas of concern regarding staff performance as needed; makes recommendations and changes to work processes and techniques when required; provides and/or coordinates appropriate training and staff development activities for staff; responsible for the development, review, and evaluation of all program budgeting and financial matters within a designated and assigned site/program; provides direction to department technical personnel in the formulation and preparation of the budget and other related financial documents; surveys staff regarding program needs and established priorities for the expenditure of department funds; responsible for the coordination of all activities necessary for ensuring the efficient operation of facilities; participates in the negotiations for purchases/rentals of buildings and/or land; ensures campuses and other sites are safe learning environments for clients and staff.

Community Relationships/Communication

Directs new business development for SCOE CBC and DRC programs; establishes and maintains cooperative working relationships and effective communications with parole and probation departments and individual officers, school districts, the community, local businesses, and other outside agencies as appropriate.

ate; convenes and attends appropriate school, community, or outside agency meetings as assigned; develops and utilizes a transparent and effective communication system; prepares and distributes newsletters, and bulletins; organizes staff meetings with follow-up action and items; may serve as the primary liaison between the business community and CBC and DRC programs by keeping up-to-date regarding the trends, needs, and expectations of employers and employees; serves on and chairs various ad hoc and other advisory committees as assigned; may coordinate programs with other related agencies or groups to ensure the most effective utilization of time and resources; may recruit additional businesses or partners for participation in the programs.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential; administrative credential desired; demonstrated successful supervisory/management and program coordination experience.

Knowledge, Skills, and Abilities

Knowledge of development processes of state, local agencies, and organizations that are currently involved with providing re-entry services to parolees or probationers; knowledge and skills in effective supervision including personnel selection, training, observation, assessment and evaluation of personnel; effective communication including initiating individual and group discussion, listening, clarifying, and facilitating interaction among group members; writing skills to effectively convey ideas, reports, letters, memos, and survey questionnaires; ability to lead goal setting techniques including needs assessment and program evaluation; high degree of knowledge and strategies for dealing with a variety of people from varying educational and socio-cultural backgrounds; knowledge of effective classroom instruction and ability to provide appropriate assistance and/or suggestions for improvement; knowledge and skills in the techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures; knowledge of the policies, procedures, and practices governing educational programs; knowledge and skills in curriculum development, program development and evaluation; ability to interpret and apply laws; knowledge and skills to conduct meetings and in-service training programs with instructors and staff.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation; willingness to participate in county office initiated assignments, attend management team meetings, and appropriate conferences and workshops.

Revised 6/2013
Approved 6/19/07