

Sacramento County Office of Education Job Description Classification

Title: Director, Career Pipeline Programs

DEFINITION

Under general supervision, plans, develops, organizes and maintains programs that support educational career pipelines; leads and coordinates regional and statewide partnerships to expand access to training, certification, and career advancement opportunities; and performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, Technical, and support personnel 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.)

- Plans, develops, implements, and leads career pipeline programs that address regional and statewide staffing shortages in high-needs areas which focus on the development of educators including, teachers, mental and behavioral health providers, and other related educational services;
- Implements and facilitates regional and statewide mental and behavioral health workforce initiatives, and coordinates with internal departments to support career pipeline development efforts;
- Collaborates with higher education institutions, licensing boards, mental health organizations, and community agencies to expand career pipeline opportunities by increasing access to training programs, practicum placements, and certification pathways for prospective mental and behavioral health professionals;
- Analyzes regional labor market data, credentialing and licensing trends, and feedback from partners to identify barriers to entry and advancement in educational career pathways and recommends program improvements and strategic solutions to address identified needs;
- Provides technical assistance and support to school districts, county offices, and career pipeline partners in the design and implementation of internship programs, mentorship opportunities, informational sessions, and targeted recruitment strategies;
- Supports the design and implementation of initiatives related to instructional practices, curriculum development, and professional learning for educators;
- Establishes and maintains collaborative partnerships with university, district, county, state, and related organizations to develop and support career pipeline programs;
- Coordinates the development and dissemination of communication materials to promote awareness of career pipeline opportunities;
- Participates in cross-departmental collaboration to design activities, training models, publications, and other deliverables for local, regional, and statewide audiences;
- Leads and coordinates, the delivery of professional learning opportunities to support career pipeline implementation;
- Establishes program goals, tracks progress and uses assessment tools and metrics to support data-driven decisions and continuous improvement.
- Monitors budgets and expenditures to ensure compliance with funding requirements
- Maintains accurate records and prepares reports;
- Selects, trains, supervises, and evaluates assigned staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a valid California Administrative Services Credential and a bachelor's degree;
- Progressively responsible experience in the administration and implementation of programs in an educational setting is required with experience in mental and behavioral health preferred;
- Experience implementing career pathway programs that lead to licensure or certification, developing professional learning and supporting educators or mental and behavioral health professionals desired;

Knowledge of:

- Educational and mental and behavioral health preparation programs for educators and educational related services;
- Requirements and guidelines for California educator and mental and behavioral health provider preparation programs;
- Effective leadership, facilitation, and goal-setting strategies;
- Principles of adult learning theory;
- Principles and practices of project development, implementation, administration, and evaluation;
- Effective educator development methods;
- Effective communication and collaboration strategies;
- Principles and best practices related to data collection and data-driven decision making;
- Funding, budget development, and principles of grant management;
- Methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices;
- Standard office equipment, software applications, and video conferencing platforms.

Skill and Ability to:

- Provide direction and positive leadership
- Plan, develop, implement, and evaluate programs, technical assistance and professional learning strategies;
- Collect, analyze, and interpret data to ensure continuous program improvement;
- Understand and interpret to others complex laws, rules and regulations, and policies pertaining to programs and services;
- Develop measurable goals and objectives, set priorities and evaluate progress toward achievement;
- Organize and prioritize work;
- Exercise a high degree of judgement and utilize various strategies in working with various educational partners;
- Model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports;
- Establish and maintain positive, cooperative, and effective working relationships and communication with individuals and groups from diverse backgrounds;
- Communicate accurately and effectively in both oral and written form;
- Effectively transmit knowledge and skill to others;
- Analyze situations accurately and adopt an effective course of action;
- Develop and meet schedules and timelines;
- Integrate the use of technology to enhance job performance;
- Select, train, supervise, and evaluate assigned staff;
- Prepare, monitor, and maintain budgets;
- Operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.