

# **Sacramento County Office of Education Job Description**

## **Classification Title: Director I, Re-entry Services**

### **DEFINITION**

Under general direction, leads, directs, plans, coordinates, supervises, and implements processes to continually improve the comprehensive delivery of services of all Sacramento County Office of Education (SCOE) Adult Re-entry programs; 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.)

#### **Program Implementation**

Implements SCOE Adult Re-entry programs utilizing input from state agencies, county agencies, community, and staff; oversees operation of SCOE Adult Re-entry sites and programs; aligns Adult Re-entry program efforts with broad SCOE initiatives; reviews, implements, and conducts drills of emergency procedures; establishes and monitors client behavior standards; coordinates and implements staff and client orientation and recognition programs; implements a research-based and approved screening tool to ensure clients are enrolled in appropriate services needed; utilizes assessment data to evaluate program effectiveness and promote continuous improvement; ensures effective presentation of court-mandated courses; develops and implements program schedules; analyzes data, evaluates current and potential needs of SCOE Adult Re-entry programs and clients, and formulates plans and programs designed to meet the identified needs; prepares a variety of reports related to program outcomes; oversees maintenance of client files; collaborates and partners with various agencies and service providers to ensure re-entry client needs are fully supported.

#### **Program Management**

Selects, trains, supervises, assigns, and evaluates staff according to established guidelines; adheres to and complies with all SCOE, state, and federal rules, regulations, and employee collective bargaining agreements; oversees Adult Re-entry team and ensures work produced supports program initiatives; monitors and evaluates efficiency and effectiveness of service delivery methods and procedures; identifies and provides appropriate staff development activities; administers and monitors program budgets; prepares, maintains, reviews, and submits program and financial reports; surveys staff to determine program needs and establishes priorities for the expenditure of department funds; ensures program sites and facilities operate efficiently and are safe environments for clients and staff.

#### **Community Relationships/Communication**

Develops strategic community partnerships for SCOE Adult Re-entry programs; establishes and maintains cooperative working relationships and effective communications with program partners, including law enforcement and corrections, school districts, the community, local businesses, and other outside agencies; facilitates and attends school, community, or outside agency meetings as assigned; develops and utilizes a transparent and effective communication system; oversees the development and implementation of department social media presence; prepares and distributes program communications; may serve as the primary liaison between the business community and SCOE Adult Re-entry programs by keeping up-to-date regarding the knowledge of workforce trends, needs, and expectations; participates on related

committees as assigned; coordinates programs with other related agencies, business partners, or groups.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education and training equivalent to a bachelor's degree from an accredited college or university with a major in criminal justice, social services, or psychology or related field with significant coursework related to the duties of the position; successful experience working with justice-involved individuals, supervising and leading a diverse team, and managing multiple programs and projects. .

### **Knowledge of**

Methods to provide asset-based support to clients; risk factors associated with criminal conduct; trainings and supports that address criminogenic needs; California public education systems; codes, laws, rules, and regulations related to state and local agencies, organizations that are currently involved with providing re-entry services to parolees or probationers, and district and school policies and procedures; effective presentation methods program development and evaluation; principles of organization, project management, program planning, administration, budgeting, and personnel management; standard software applications including videoconferencing platforms.

### **Skill and Ability to**

Engage staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; develop, and conduct staff trainings and mentor training programs; provide assistance and suggestions for improvement related to staff training techniques; effectively transmit knowledge and skills to others; collect, analyze, and interpret data; integrate the use of technology to enhance job performance; develop and document processes and procedures, and maintain required records; maintain flexibility and organize work to meet changing deadlines; comprehend and interpret laws, rules, and regulations, and policies pertaining to programs and services; implement change; communicate effectively in both oral and written forms with people from various cultural and socioeconomic backgrounds; develop and maintain positive cooperative working relationships with individuals and groups; select, train, supervise, and evaluate staff; monitor project timelines and budgets; operate a computer and related office technology.

### **Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission on 9/13/22  
Former Title: Director, Community Based Coalitions and Day Reporting Centers  
Revised 6/2013  
Approved 6/19/07