

Sacramento County Office of Education Job Description

Classification Title: Executive Director, School of Education

DEFINITION

Under general direction, leads, directs, and implements credential programs and initiatives to support and guide the professional learning of teachers and leaders through the development and delivery of programs, in partnership with state agencies, county offices of education, districts, higher education institutions and other collaborating partners.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Classified and certificated 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, and manages the ongoing operations of the Sacramento County Office of Education School of Education and coordinates with district, county, regional and state agencies as needed to implement program requirements; establishes and maintains necessary training sessions for program participants; directs and supports staff in orientation and support of participants and instructors; directs and manages staff in the development, delivery and refinement of course content; identifies, recruits, assigns and evaluates program faculty; monitors and evaluates program to maintain accreditation, ensure compliance with changing policies and meet the needs of new administrators; ensures that the teaching and administrative programs articulate with institutions of higher education to develop and maintain partnerships and provide higher level credit as needed; develops and implements a recruitment plan and application process for aspiring and new teachers and administrators that includes a focus on diversity; participates in candidate selection; identifies and implements improvements to the participant selection process; maintains communication plans to disseminate information and provide feedback for program participants; develops and executes a lecture series for new educators; ensures that applicants are aware of funding options; develops and maintains system of classroom walkthroughs for new administrators; ensures the program leads to the development of a self-supporting cadre for new Region III teachers and administrators; works with Sacramento County school districts to build coaching systems to support ongoing leadership development; develops, implements and maintains an annual evaluation of the college's program that includes input from program participants and district leadership; actively seek opportunities to expand state, regional, and county level programs for teachers and administrators through grants, state initiatives, and other funding sources; work collaboratively with the California Department of Education, State Board of Education, and the California Collaborative for Educational Excellence to implement and lead initiatives that are aligned with California System of Support that include, but not limited to, the California School Leadership Academy and the Teacher Residency grant; maintains accurate records, completes required reports and administers budgets; establishes and maintains liaisons with universities, school districts, county service agencies, state agencies, and other partners; selects, trains, supervises and evaluates the performance of clerical/technical staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A valid California administrative services credential and two years of supervision or administrative experience within the last three years; extensive, progressively responsible experience in instructional services including direct administration in county office(s) of education or medium or large sized school district(s), preferably at a director level or above; successful experience in the design and administration of a professional development and assessment program for aspiring and new administrators desirable.

Knowledge of:

Techniques and practices of effective supervision and administration; Federal and State laws, policies,

procedures and practices governing primary and secondary educational programs; assessment and evaluation strategies for administrators and programs; goals, requirements, and guidelines of the state of California's Commission on Teacher Credentialing regarding teacher and administrative preparation programs, budget preparation and control; methods of communication between agencies served by the County Office of Education on a county-wide and regional basis.

Skill and Ability to:

Coordinate the work of program specialists, teachers, managerial, and clerical staff; plan, implement, assess, and evaluate teacher and administrative training programs; develop program goals, set priorities, monitor expenditures and evaluate programs; select, train, and supervise staff; develop and maintain positive working relationships; communicate effectively in both oral and written forms with individuals from various cultural and socioeconomic backgrounds; present ideas and concepts clearly and concisely; comprehend and interpret laws, rules and regulations, and policies pertaining to programs and services; research, acquire and evaluate appropriate data for effective problem solving and/or decision making.

Other Characteristics:

Possess a valid California driver's license and willingness to travel as needed.

*Revised 3/2023
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Adopted 6/2013*