

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Director II, Educational Support Services & Professional Development

Range 19

FLSA: Exempt

SUMMARY

Works closely with Educational Services assistant superintendent, director, coordinators, and specialists on Resource Development and Professional Development programs. Maximizes efforts to improve teaching, learning, and student achievement in Alameda County public schools and regionally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Works closely with Educational Services assistant superintendent, director, coordinators, and specialists on Resource Development and Professional Development programs. (E)
- Identifies funding opportunities in both public and private funding arenas that match Educational Services goals; establishes internal teams and Educational Services infrastructure; helps staff develop and administer successful proposals. (E)
- Identifies, manages, and expands resource-producing partnerships with corporate, foundation, community, state, and federal organizations, and Alameda County educators. (E)
- Identifies and addresses gaps in K-12 professional development needs; creates, coordinates, and promotes professional development programs. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Works in partnership with agencies to develop proposals that qualify for additional funds through grants.
- Serves as point of contact for all ACOE grant development and as a repository for grant proposals, awards, reporting, and related documentation and data.
- Prepares and presents workshops on grant writing and fundraising.
- Serves as point of contact for Educational Services Professional Development programs as necessary.

- Manages the professional development database; serves as the repository for all data on Educational Services professional development programs and workshops.
- Prepares data for the annual report of Educational Services to schools and districts, countywide, regionally, and statewide.
- Manages the countrywide relationships with judiciary, bar associations, courts, and private foundations, school districts, and County Sheriff's Department and the Constitutional Rights Foundation to coordinate the County Mock Trial Program and increase the participation of students from low income communities.
- Provide leadership and coordination of Educational Services special initiatives.
- Supervises, monitors, and evaluates the work of assigned departments or units, including Child Welfare and Attendance and ACOE Educational Partnerships Foundation.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.
 Public education goals, issues, programs, achievements, and challenges.
 Educational community in Alameda County and Region IV.
 Structure, governance, and legal aspects of public education; California Education and Administrative Codes.
 Statistical, research, and survey methods.
 Principles and practices of management.
 Curriculum development.
 Adult learning pedagogy.
 Instructional methodologies and effective practices.
 Achievement gap issues, assessment, and accountability.
 Education funding streams; grant writing practices.
 Policies pertaining to proposal submission and grant administration.
 Principles, practices, and laws related to foundation and non-profit corporations.
 Budget preparation, budgetary controls, fiscal compliance and monitoring.
 Public relations, outreach, and communications techniques, business and marketing principles, practices, and policies.
 Correct written and spoken English.
 Public records and open meeting procedures.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Enlist support from key stakeholders.
 Provide leadership and work collaboratively with individuals and groups from varied cultures, backgrounds, and positions.
 Identify educational problems, suggest alternative solutions.

Speak effectively before large and small groups.
Perform research, compile data, and prepare reports.
Plan, edit, and produce publications and electronic/visual presentations.
Develop and oversee the development of grant proposals for successful funding.
Plan, organize, and administer programs.
Represent ACOE in funding meetings.
Write clearly and persuasively for a wide variety of readers
Plan, coordinate, and document projects.
Train, supervise, and evaluate staff.
Prepare reports; maintain records.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate PC and related software applications.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Master's degree in related field.
Five (5) years of related experience with increasing supervisory responsibility.
Administrative Services Credential and CLAD.
Maintain a valid State of California driver's license and an acceptable driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal.

Approved By: Personnel Commission
Approved Date: December 21, 2007