

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 – Nutritional Learning Community Coalition

Range 19

FLSA: Exempt

SUMMARY

Under general direction, manages general planning, coordination, and support services to the Nutritional Learning Community Coalition programs at school sites, in school districts, and in the community; supports the academic achievement of the students by offering integrated nutrition education and physical activity promotion; represents the County Office as a facilitator, liaison, and resource.

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.

- Performs specialized duties and responsibilities for Nutritional Learning Community Coalition programs. (E)
- Provides strategy for the development of the department, including position and future expansion funding. (E)
- Represents specifically assigned projects, programs, and grants at public agency, school site, and district meetings serving as facilitator, liaison, and/or resource. (E)
- Evaluates and documents program achievements; monitors program costs, compiles and summarizes data, prepares project evaluation and progress reports to funders. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Negotiates contracts for project services.
- Reviews and approves applications for categorical and grant funding.
- Develops content and conducts in-service training for project staff on legal, contractual and programmatic issues.
- Develops systems, formats and procedures for monitoring and accountability.
- Schedules and audits requests for payment and authorizes payment.
- Visits project sites to monitor achievement of project goals and performance of staff.

- Reviews contractual, accounting, activity, and other documents to monitor performance of sites and community-based organizations.
- Directs, prepares, and submits quarterly and annual reports.
- Maintains activity records, compiles statistics and prepares periodic reports for agencies that evaluate the program projects.
- Writes funding proposals and submits them for project grants.
- Provides technical assistance on contract compliance.
- Develops and monitors project budgets.
- Develops and coordinates workshops and conferences.
- Coordinates and supervises staff duties and activities to implement multiple program and project objectives.
- Develops new job descriptions and works with personnel to create new positions that better represent changing grant duties.
- Works as liaison with other local, state, and federal agencies and community-based organizations.
- 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.
 Department operations and policies.
 Community-based organizations and their potential role with the County Office.
 Grant program funding and procedures.
 Goals and objectives of specifically assigned projects.
 Procedures for preparing and processing project funding requests.
 Interpersonal skills.
 Oral and written communication.
 Correct written and spoken English.
 Principles of training and work direction.
 Public contact techniques.
 Department operations and policies.
 Budget preparation and control.
 Educational organization, design, operations, and general principles of instruction.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Perform duties specific to assigned program projects.
Evaluate categorical grant programs and propose projects for funding.
Prepare and process funding requests.
Evaluate and monitor achievement of project goals and staff performance.
Perform documentation, accounting and reporting on projects to funding agencies.
Plan, organize and administer programs.
Prepare and monitor a budget.
Explain and enforce policies and regulations.
Plan, coordinate, and document projects.
Maintain up-to-date knowledge of regulations.
Prepare and deliver oral presentations.
Read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations.
Write reports, business correspondence, and procedure manuals.
Effectively present information and respond to questions from professional groups and individuals.
Train, supervise, and evaluate staff.
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 related experience with increasing supervisory responsibility, including relations with community-based organizations (public and private) in support of public school programs and direct experience in providing professional support services to public school categorical programs; or equivalent combination of education; previous experience working in educational environment preferred.

California Administrative Services Credential.

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 and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must frequently 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 moderate.

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