

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 III – Curriculum & Instructional Support Services

Range 20

FLSA: Exempt

SUMMARY

Coordinates, administers, and supervises staff, teacher, and administrator professional development services within the Curriculum & Instruction and the Instructional Support Services Departments; manages After School Program support and technical assistance county-wide.

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.

- Assumes a leadership role in the area of curriculum, instruction, and assessment. (E)
- Assists school districts regarding legislation and other educational matters. (E)
- Provides liaison with professional organizations, K-12 school districts, colleges, Department of Education, and other agencies. (E)
- Develops and implements workshops, trainings, in-services, and other curriculum and instructional support services. (E)
- Provides educational leadership to the ACOE through initiation, implementation, and presentation of creative and resourceful concepts and materials for educational use. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Reviews, analyzes, evaluates, and synthesizes data, publications, and other relevant information; prepares oral and written reports, summaries, and other documents.
- Provides information, interpretation, and guidance to staff, parents, the public, and school district personnel regarding ACOE educational programs.
- Serve as a member of the ACOE Management Team.
- Represents ACOE at identified school districts, agencies, colleges/universities, and community activities.
- 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.
State and federal laws related to curriculum, instruction, assessment, and after school programs.
State and federal curriculum content standards.
State curriculum frameworks.
Principles of administration, management, and supervision.
Principles of training professional development.
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.
Correct written and spoken English.
Office equipment such as computer, printer, fax machine, photocopier.
Word processing, database and other related software applications.

Ability to:

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.
Plan, organize, and administer programs.
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 education or a related field.
Five (5) years of teaching and administrative experience with increasing supervisory responsibility.
California Teaching Credential with CLAD; 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. 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 Date: December 21, 2007