

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: Executive Director – State Resource Centers

Range 22

FLSA: Exempt

SUMMARY

Determines the scope, direction, and overall goals, and directs the operations of state resource centers providing education and health leadership, research, guidance, resources, technical assistance, and training to California state agencies and policy makers, lead education agencies, public and private schools, after school programs, institutions of higher education, and other youth-serving agencies.

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.

- Determines the scope, direction, and overall goals, and directs the operations of state education and health resource centers. (E)
- Coordinates the centers' goals and operations with the California Department of Education, California Department of Public Health, federal agencies, relevant legislation, other funders and collaborating agencies, and emerging needs. (E)
- Provides direction and leadership in developing innovative statewide services, research, and resources. (E)
- Secures and coordinates sustainable funding for the state centers; provides direction for resource allocation to achieve centers' goals and contracts' objectives; oversees expenditures and preparation of reports to funders. (E)
- Provides guidance and oversees the determination of the research basis for the centers' statewide leadership, guidance, services, trainings, and resources. (E)
- Determines the state education and health centers' principles and policies and oversees procedures; directs, coordinates, and oversees the operations of the centers. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Provides direction and leadership in the development, composition, and objectives of the centers' advisory committees.

- Serves as an advisor to state and related education and health agencies, boards, and staff.
- Represents the centers on state and national committees.
- 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.
 Research-based norms for child and adolescent development.
 Research-based education, health, and after school pedagogy, strategies, and resources.
 Standards of scientific research.
 State and federal laws related to curriculum and instruction, school health and nutrition, and after school programs.
 State and federal curriculum content standards.
 State curriculum frameworks.
 State school health policies.
 State and federal teacher credentialing standards.
 School based management of child and adolescent chronic and acute health problems.
 Principles of administration, management, and supervision.
 Principles of training professional development.
 Contracts and fiscal oversight.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Conduct and coordinate strategic planning for multiple, heterogeneous state centers and projects.
 Initiate, secure, and sustain revenue for multiple, heterogeneous state centers and projects.
 Coordinate and manage multiple, heterogeneous fiscal sources and requirements.
 Coordinate centers' objectives and operations with varied state needs and priorities.
 Direct, coordinate, and manage multiple state centers' varied education and health guidance, services, trainings, technical assistance, and resources.
 Evaluate, synthesize, and apply published, scientific research and laws to organizational goals and statewide leadership, services, and products.
 Hire, direct, and manage education and health professionals.
 Facilitate and negotiate resolution of complex issues and varying interests.
 Analyze and synthesize key issues and communicate them effectively in oral and written forms.
 Evaluate people and programs
 Analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
 Write speeches and articles for publication and write contracts, all which must conform to prescribed style and format.
 Effectively present information to top management, public groups, and policy makers.
 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.

Doctoral degree (Ph. D.) or equivalent.
Five 5 years executive management experience.
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 employee is frequently required to attend overnight statewide meetings and occasional national meetings. The noise level in the work environment is usually minimal.

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