

Solano County
Office of Education

JOB TITLE: Assistant Director, College and Career Readiness

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the administrator for College and Career Readiness (CCR) Department. Works with local and regional partners to develop and implement college and career readiness pathways that include developmentally appropriate work-based learning opportunities for high and middle school students. Works as a liaison with the California Department of Education, Department of Labor, College and Career organizations, and post-secondary institutions. Supports local school districts in their work related to building and sustaining high quality college and career readiness pathways. Works as part of the Educational Services Team to provide Differentiated Assistance to districts and schools related to college and career readiness.

ESSENTIAL DUTIES

- Coordinates with districts, business and industry, community agencies, and colleges to develop college and career programs and pathways
- Provides leadership and technical support to Solano County school districts in the area of CCR through Solano County Office of Education (SCOE) District and School Support and Differentiated Assistance teams
- Develops and puts measures in place to sustain partnerships with business, industry, and post-secondary institutions for the purpose of pathway implementation and sustainability
- Remains current with job market information locally and nationally
- Provides leadership and management necessary to support school districts to meet or exceed federal and state performance measures
- Actively promotes college and career readiness both regionally and statewide
- Assists in the budget and long-range planning for the CCR Program
- Actively pursues and implements federal and state grants which support the purposes of CCR
- Participates in local and state meetings related to College and Career Readiness
- Keeps informed of current federal and state CCR initiatives and opportunities
- Develops dual enrollment opportunities and articulations between local school districts and the community college

- Develops professional learning activities for College and Career teachers and staff
- Provides guidance in the development of CCR programs for Juvenile Court and Community Schools (JCCS)
- In partnership and collaboration with school districts and business partners, the Labor Council, and other partners plans, develops and implements special events throughout Solano Participates in Solano County Office of Education (SCOE) Curriculum Council
- Serves as a member of Management Advisory Council (MAC)

MARGINAL DUTIES

Serves on committees as assigned

May serve on management negotiations team as required

May supervise and evaluate classified and certificated staff

Facilitates the work of the Solano County Perkins Consortium

KNOWLEDGE AND ABILITY

- Demonstrates deep knowledge of Career Technical Education Standards and relevant content areas
- Demonstrates knowledge in CTE and CCR funding opportunities, such as, K12 Strong Workforce Program and Career Technical Education Incentive Grant
- Ability to think strategically
- Demonstrates ability to create innovative CTE opportunities to students and school districts
- Demonstrates knowledge and use of a rich array of instructional approaches, resources, and technologies in the relevant content area(s)
- Demonstrates strong interpersonal problem solving and organizational skills required to effectively facilitate coaching and staff development
- Communicates clearly and concisely, both orally and in writing
- Ability to work effectively and collaboratively with teachers, site administrators, and district administrative staff to accomplish CCR goals

- Ability to identify and effectively partner with local resources agencies supporting career development for high-risk youth
- Ability to use judgment and remain objective in matters that require discretion and sensitivity
- Highly qualified in instructional practices, knowledgeable in content and technology integration and skilled in the practices of coaching
- Ability to manage data, budget oversight, write reports, and maintain all aspects of grant compliance
- Strong technology skills in up-to-date computer software, including word processing, database, spreadsheet, presentation, and online communication

QUALIFICATIONS

California Supervisory or Administrative Services Credential

Valid California clear single subject, or multiple subject teaching credential required

At least 3 years of experience in Career Education or closely related field

Master's degree in the area of Education is highly desired

Valid California driver's license and personal vehicle for travel required

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.

This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (30%)

Walking (15%)

Sitting (55%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (2)	Bending (3)	
Pushing and/or Pulling Loads (1)		Reaching Overhead (2)	Kneeling or Squatting (3)	
Climbing Stairs (2)		Climbing Ladders (0)		