

Solano County Office of Education

JOB TITLE: Director, Resource Development and Transition Services

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Associate Superintendent of Student Programs and Educational Services, provides administrative leadership by directing the department's operation and administration of workforce development services for Supplemental Security Income (SSI) and Social Security Disability Income (SSDI) recipients and Department of Rehabilitation (DOR) clients, operated by the Solano County Office of Education (SCOE). Directs the supervision of the designated staff of the programs, and evaluates their performance; monitors and approves expenditures within the adopted budget; coordinates budget planning and the adoption process within the programs; facilitates resource services to the programs, facilitates communications with program participants, school districts, organizations, and the community, promoting program goals.

Monitors Request for Proposal (RFP) process for grants and provides coordination assistance to other administrators within SCOE seeking additional funding opportunities.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree and California Teaching Credential required, Master's degree preferred
- Administrative Services Credential required
- Knowledge of laws, regulations, job market information, employment trends, and community and state resources affecting assigned programs; to include:
 - Individuals with Disabilities Education Act; as it relates to Transition Services and Transition Planning
 - Workforce Innovation and Opportunity Act (WIOA); as it relates Vocational Rehabilitation
 - Social Security Disability Benefits and Work Incentives
- Knowledge of principles of leadership, collaboration, and support
- Experience effectively supervising employees and managing programs
- Experience with budget development and management
- Experience with increasing levels of responsibility in the areas of workforce development, training, and classroom instruction, including program and curriculum development

- Experience in grant writing and administering grants
- Ability to form community partnerships
- Ability to prepare and provide timely, concise, and accurate reports.

ESSENTIAL DUTIES

- Administers the policies and procedures of the programs within the Transition Services Department for SSI and SSDI recipients/DOR clients.
- Responsible for personnel management, developing program goals, preparing and maintaining budgets, exercising proper budgetary control measures, and evaluating program based transition services for youth and adults with disabilities.
- Prepares comprehensive narratives, statistical and program reports, oral presentations, as well as, maintain files in a confidential manner.
- Meets with representatives from the school districts, North Bay Regional Center (NBRC), DOR, California Department of Education (CDE) and local business and industry partners as needed, for the purpose of coordinating and providing opportunities for youth and adults with disabilities.
- Establishes and maintains clear communication and cooperative working relationships with staff, program participants, all partner agencies, and regional and state administrators.
- Provides districts with technical assistance in the development and implementation of transition/workforce development strategies for youth with disabilities.
- Leads and/or participates on a variety of councils and consortiums related to development, implementation, and evaluation of transition services.
- Initiates programs and services that support building workforce development capacity for youth with disabilities and SSI recipients.
- Analyzes program services and implements process improvement actions, when needed.
- Writes and secures grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs
- Develops and maintains a database of grants administered by SCOE and advises administrators and staff regarding grant requirements.
- Serves as a member of the Management Advisory Council (MAC) of the Solano County Office of Education

- Serves as a member of the Chief Advisory Team (CAT) for the Solano County Office of Education
- Performs related duties as assigned

ADDITIONAL DUTIES

- May provide site management and support of a SCOE school site as assigned

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Employees in this classification direct, coordinate, supervise, and formally evaluate the work of departmental personnel.