

Solano County
Office of Education

JOB TITLE: Director, Educational Services

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Plans, organizes, implements, and oversees a variety of assigned programs and services for the Solano County Office of Education (SCOE). Provides technical assistance and contributes to local, regional and statewide efforts to improve student achievement and is responsive to district and county office educators. Will develop and promote new services and programs, build leadership capacity, provide professional learning resources and training as appropriate based on emerging needs.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree, California Teaching Credential, Administrative Services Credential, and Master's Degree required.
- Five years successful K-12 administrative experience
- Evidence of school, district or county office of education leadership in educational programs
- Knowledge of the following:
 - Principles of leadership, collaboration, and support
 - Effective professional learning models and strategies
 - Effective presentation and facilitation methods and organization

ESSENTIAL DUTIES

- Supervises and evaluates assigned program managers, coordinators, and other professional and clerical staff
- Communicates and supports regional and state-wide programs and services through regional planning and implementation of meetings and events
- Leads and coordinates a variety of councils and consortiums related to development, implementation, and evaluation of instructional support systems
- Initiates programs and services that support building leadership capacity
- Supports district efforts to evaluate program effectiveness

- Develops and sustains professional learning programs, the content of which are aligned with adopted state standards, and are consistent with the most recent laws regarding accountability and assessment
- Provides leadership as an integral member of the Educational Services Team and attends regular team meetings
- Serves as a member of the Management Advisory Council
- Participates as member of the Chief Advisory Team (CAT)
- Facilitates quarterly Solano County Collaborative Curriculum Council
- Builds, expands, and maintains professional relationships with district, region, and state agencies to promote student achievement
- Facilitates the implementation and provides oversight of educational grants and engages in grant writing

ADDITIONAL DUTIES

- May provide coaching and mentoring
- May facilitate contracts with districts for SCOE to provide further training and assistance
- May facilitate professional learning partnerships

SUPERVISION EXERCISED

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

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 (15%)

Walking (15%)

Sitting (70%)

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)