



Leadership • Collaboration • Support

JOB TITLE: Senior Director, Resource Development, Transition Services and Post Secondary Options

Certificated Directors Salary Schedule, Range 3

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides leadership and supervision of the Workforce Development and College and Career Readiness, Youth Development, and out of school youth programs operated by the Solano County Office of Education (SCOE). Directs the supervision of the designated staff of the programs, and evaluates their performance, 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 and Master's Degree required.
- 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 college and career readiness initiatives, programs, and services.
- 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 Workforce Development Department including College and Career Readiness services, Youth Development, and out of school youth.
- 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 served.
- Provides leadership and facilitation of the Solano Adult Education Consortium.
- Prepares comprehensive narratives, statistical and program reports, oral presentations, as well as, maintain files in a confidential manner.
- Acts as the lead for SCOE related to local, regional, and statewide coordination with school districts, North Bay Regional Center (NBRC), Department of Rehabilitation (DOR), California Department of Education (CDE), Solano Workforce Development Board, and local business and industry partners as needed, for the purpose of providing opportunities for youth and adults served.
- Establishes and maintains clear communication and cooperative working relationships with staff, program participants, all local, regional, and statewide partner agencies.
- Initiates programs and provides districts with technical assistance and support in the development and implementation of transition/workforce development strategies and career and college readiness for youth and adults served.
- Leads and/or participates on a variety of local, regional, and statewide councils and consortiums related to development, implementation, and evaluation of transition services.
- 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) and the Chief Advisory Team (CAT) of 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.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%) Walking (25%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (1) Kneeling or
Squatting (1)

Climbing Stairs (2) Climbing Ladders (1)