

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR II – REGIONAL OCCUPATIONAL PROGRAM**

#### **BASIC FUNCTION:**

Under the direction of the Chief Academic Officer, plans, organizes, controls and directs the operations and activities of the Regional Occupational Program (ROP); coordinates information and organizes activities to assure smooth and efficient program operations; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plans, organizes, controls and directs the operations and activities of the Santa Clara County Regional Occupational Program (ROP); monitors program work flow; reviews and evaluates work products, methods and procedures; oversees program activities to assure compliance with established State, County and federal policies, procedures, ordinances, rules and regulations.

Coordinates information and organizes activities to assure smooth and efficient program operations; collaborates with the administrators for the development of policies and procedures; develops and implements operational guidelines and programs in accordance with Board policies.

Provides technical expertise, information and assistance to the Chief Academic Officer regarding ROP functions; assists in the formulation and development of policies, procedures and programs; develops and implements activities to provide services to the ROP contracting districts.

Plans, organizes and implements long and short-term programs and activities designed to develop assigned ROP programs and services; monitors the annual follow-up study of classroom activities.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; develops and interprets legal documents relevant to ROP activities; reviews and edits contracts, program operational guidelines, mission statements and policies; compiles an annual report including strategic planning, goals, accomplishments and other relevant information as needed.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Develops and prepares the annual preliminary budget for the ROP Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, control and direction of the operations and activities of ROP programs.

Practices and procedures related to program implementation.

Applicable sections of the State Education Code and other applicable laws, codes, regulations and procedures, especially as it applies to ROPs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operations, policies and objectives relating to program activities.

Financial analysis and projection techniques.

ROP curriculum development, enhancement and implementation.

State legislation relating to program and education objectives and goals.

Principles, practices and trends of public education.

Fiscal regulations for grant funded programs.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

Public relations techniques.

**ABILITY TO:**

Plan, organize, control and direct the operations and activities of ROP programs.

Coordinate information and organize activities to assure smooth and efficient program operations.

Supervise and evaluate the performance of assigned personnel.

Develop and implement operational guidelines and programs in accordance with County Board policies.

Oversee and participate in the development of new and revision of current ROP curriculums.

Coordinate systems and procedures for maintaining program activities in an organized manner.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and five (5) years increasingly responsible program management experience involving the provision of superior comprehensive and instructional/career technical student programs

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid California driver's license

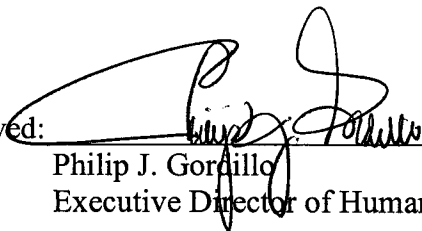
**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school classroom environments  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials

Approved:  \_\_\_\_\_ 7/01/2011  
Philip J. Gordillo Date  
Executive Director of Human Resources