

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – ROP PROJECTS

BASIC FUNCTION:

Under the direction of the Director II-Regional Occupational Program, organizes and directs the activities and operations of the Santa Clara County Office of Education's specially funded projects for the Regional Occupational Program (ROP); supports ROP with services related to curriculum, instruction, assessment, professional development and articulation of high school programs with community colleges; analyzes labor market and employment sectors; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the Santa Clara County Office of Education's specially funded projects for the ROP; participates in the development and implementation of departmental policies and procedures.

Develops projects by assessing needs and researching current data on various topics; reviews statistical material and additional funding sources; prepares proposals as appropriate; negotiates for final contract approval; directs and supervises field testing prior to implementation; markets and disseminates information to recipients.

Analyzes evaluation data and research and initiates necessary changes to assure maximum effectiveness of projects; develops and implements short-term plans.

Implements projects by identifying resources needed according to approved project designs; develops, provides and coordinates training, in-services and workshops; evaluates effectiveness of projects and makes modifications as necessary; identifies eligible participants in project groups.

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

Serves as a resource throughout project implementation; communicates with administrators, teachers, students, parents and other personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Prepares, maintains and submits a variety of required State and federal reports, records and files related to personnel and assigned special projects and activities.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned; organizes and meets with advisory groups and consortia for planning curriculum to meet project objectives; coordinates cross-cultural communication as appropriate.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ROP service programs, operations, activities, resources, educational practices and standards.
Curriculum interpretation and application in ROP programs.
Applicable laws, codes, regulations, policies and procedures.
Local and State guidelines and requirements concerning special education programs.
Practices and procedures used in the development of instructional and training programs.
Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Coordinate communications and information between administrators, staff, governmental agencies, outside organizations and the public to assure smooth and efficient operations of assigned ROP student services.
Analyze evaluation data, synthesizing, developing curricula and writing and identifying training programs.
Provide consultation and technical assistance to student personnel, parents and the public concerning ROP student service programs, operations, activities and related standards and requirements.
Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, 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 records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with major coursework in education, guidance, research, or related field and three (3) years teaching experience related to ROP programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Valid Elementary or Secondary Teaching Credential or Pupil Personnel Services Credential

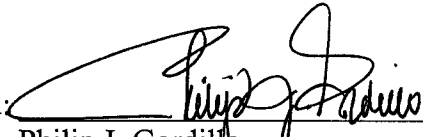
WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information
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