

# SANTA CLARA COUNTY OFFICE OF EDUCATION

## **CLASS TITLE: DIRECTOR I - ASAPCONNECT**

### **BASIC FUNCTION:**

Under the direction of the Chief Academic Officer, direct the overall planning, coordination and implementation of the After School Assistance Providers (ASAP) Connect program; provide professional development to Regional Lead network to support program capacity; work collaboratively with technical assistance providers to build capacity; develop partnerships with stakeholders to expand the provision of technical assistance to after school programs; oversee, develop and monitor the program budget; select, assign work, and evaluate program management and support staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Direct the planning, supervision and coordination of the ASAP Connect Program; develop multiple-year strategic plan, program goals and objectives; lead the program strategic planning process; create program core competencies and assessment tools aimed at evaluating the knowledge and ability of technical assistance providers.

Increase collaboration and build capacity among technical assistance providers; establish and define program partnerships with external agencies; secure program support from the California Department of Education, national stakeholders and regional leads for technical assistance and support.

Utilize regional data to improve technical service delivery and to develop support systems; integrate the use of technology into service delivery and communication to program participants; provide customized coaching to Regional Leads and technical assistance providers in implementing ASAP Connect's technical assistance quality framework.

Serve as expert in the provision of technical assistance to after school programs; serve as a resource to internal and external groups during program planning and decision-making processes.

Select, assign work, and evaluate program management and support staff; determine staff development and training needs; oversee, conduct and/or provide staff development opportunities to increase Regional Lead and technical assistance providers capacity; create and implement a trainer of trainers program; conduct Regional Lead meetings, training orientations and seminars related to newly hired Regional Leads and technical assistance issues including attendance, leadership, development and related matters; establish training evaluation mechanisms.

Prepare routine, narrative and grant-specific reports and summaries; maintain catalog of State-wide technical assistance providers.

Develop, oversee and monitor the program budget and expenditures; develop and coordinate ASAP Connect grant proposals; assure specialized funding mandates and reporting requirements are met; oversee development activities for program funding.

Attend meetings and conduct program presentations to local, regional and State agencies as necessary.

Conduct analyses of program and administrative problems and determine effective course of action; forecast trends and establish direction for the Office and participate in planning for external agencies.

Operate a computer and standard office equipment; drive a vehicle to various sites to conduct work.

Oversee the Program website.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Program oversight and development.

Funding development and work design with some degree of conceptualization and creativity.

Budget preparation and control.

Program building, operations, funding and maintenance.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Staff development training methods and techniques.

Principles and practices of supervision and evaluation of assigned staff.

Operation of a computer and assigned software.

**ABILITY TO:**

Direct the overall planning, coordination and implementation of the ASAP Connect program.

Provide professional development to Regional Lead network to support program capacity.

Work collaboratively with technical assistance providers to build capacity.

Develop partnerships with stakeholders to expand the provision of technical assistance to after school programs.

Oversee, develop and monitor the program budget.

Select, assign work, and evaluate program management and support staff.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and maintain narrative and statistical reports.

Operate a computer and other standard office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master’s degree in organizational development, business management or related field and four years of related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

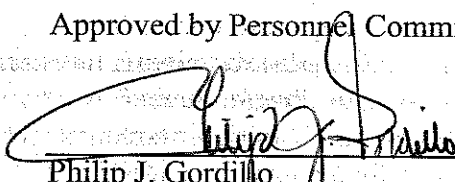
Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Seeing to read a variety of documents.

Bending at the waist, kneeling or crouching.

Approved by Personnel Commission: June 23, 2011

  
Philip J. Gordillo  
Executive Director, Human Resources

7/27/11  
Date