

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ASSISTANT DIRECTOR-EDUCATOR PREPARATION PROGRAMS**

#### **BASIC FUNCTION:**

Under the direction of the Director III–Educator Preparation Programs, manages, organizes, controls, evaluates and coordinates the Education Preparation for Inclusive Classroom (EPIC) teacher preparation program; serves as a liaison with the California Department of Education, California Commission on Teacher Credentialing (CTC), the Inclusion Collaborative of the SCCOE and other organizations; and performs related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

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

Manages, organizes, controls, evaluates and coordinates the Education Preparation for Inclusive Classrooms EPIC teacher preparation program, Preliminary Education Specialist and Clear Induction credentials; serves as a liaison with the California Department of Education, CTC, the Inclusion Collaborative of the SCCOE, school districts and other organizations.

Participates, coordinates and conducts a variety of meetings, staff development, orientations, committees, trainings, workshops, and/or conferences in order to present materials and information concerning EPIC services, operations and activities (staff, instructors, supervisors, school communities, etc.).

Manages the SCCOE EPIC teacher preparation program and budget; coordinates program university partnerships; collaborates with the Inclusion Collaborative for the purposes of program quality and expansion and candidate progress toward certification.

Maintains current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations specific to program needs.

Works effectively with staff, school districts, community, business organizations, and government agencies; works with appropriate faculty to develop coursework, program evaluation, schedules, and instructors, within the Educator Preparation Programs.

Provides mentoring, advisement and coordination of candidates throughout the duration of their program; serves as an instructor in two or more EPIC courses.

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

Represents EPIC at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

Collaborates with the Educator Resource Specialist in the delivery of services, access to professional resources, and other related materials.

Assists the Director with the implementation of the LEAP Program; leads efforts to ensure the integration of inclusion best practices and Universal Design for Learning into the LEAP Program.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Provides support and training for instructors

Provides technical information to the Director III–Educator Preparation Programs regarding assigned functions.

Develops and disseminates materials to use in recruitment and community outreach efforts; prepares and maintains a variety of reports, records and files related to program operations and activities.

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

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State and federal regulations pertaining to education specialist standards, credentialing, and accreditation or evaluation activities (e.g. Commission on Teacher Credentialing);  
Curriculum development (e.g. project-based learning) and professional development;  
Research-based instructional strategies and teaching diverse student populations (e.g. English Language Learners and special needs);  
Applicable laws, regulations and policies;  
Adult Learning Theory and Practice;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

Design and implement innovative educational programs;  
Possess leadership skills in the planning, setting agendas, and coordinating/conducting meetings and trainings;  
Monitor and oversee the EPIC teacher preparation program;  
Teach courses and provide professional development;  
Communicate effectively both orally and in writing;  
Interpret, apply and explain rules, regulations, policies and procedures;  
Establish and maintain cooperative, effective, and collaborate working relationships with others in the department;  
Analyze situations accurately and adopt an effective course of action;

- Operate a computer and knowledge of assigned software;
- Work in a collaborative setting;
- Successfully manage multiple tasks concurrently;
- Meet schedules and timelines;
- Create and follow policies and procedures;
- Work independently with little direction;
- Plan and organize work;
- Maintain records and files;
- Prepare comprehensive records and reports

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master’s degree in an education-related field, special education teaching experience, and at least five (5) years educational administrative experience, including some work experience in providing professional development to teachers, supervising and/or supporting teachers in an educational setting. Experience teaching courses in higher education with adult learners preferred; experience teaching adult learners required. Experience teaching in inclusive (of special education students) educational settings.

**LICENSES AND OTHER REQUIREMENTS**

- Valid Administrative Services Credential
- Valid California Teaching Credential
- Valid Special Education Credential
- Moderate to Severe Education Specialist Credential Preferred
- Valid California Driver’s license

**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;
- Sitting for extended periods of time

Approved: Anisha Munshi 11/9/18  
 Anisha Munshi, Ed.D. Date  
 \*Director-Human Resources

\*Authorized by the County Superintendent of Schools \_\_\_\_\_

Revised 11/8/18: Title changed from Assistant Director-Credentialing Programs to Assistant Director-Educator Preparation Programs