

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR-EDUCATOR PREPARATION PROGRAMS (EPP)

FUNCTION:

Under the direction of the Director-Educator Preparation Programs, manages, organizes, controls, evaluates, and coordinates the EPP Educator Pathways; serves as a department liaison with local LEAs, Charter Schools, Institutions of Higher Education (IHE), the California Department of Education (CDE), California Commission on Teacher Credentialing (CTC), and other internal SCCOE departments and external organizations; and performs related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Manages, organizes, controls, evaluates, and coordinates the EPP Educator Pathways, and serves as a department liaison with the CDE, CTC, school districts, charter schools, internal SCCOE departments, and other external organizations as needed.

Participates, coordinates, and conducts a variety of meetings, staff development, orientations, committees, training, workshops, and/or conferences to present materials and information concerning EPP Educator Pathways operations and activities (staff, districts, IHEs, community organizations, and partners, etc.).

Manages EPP grants in relation to Educator Pathways; coordinates program university organization partnerships; collaborates with internal SCCOE divisions and departments 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 staff and organizations to develop program evaluation, schedules, and training, within the Educator Preparation Programs.

Provides mentoring, advisement, and coordination of candidates throughout the duration of their program.

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

Represents SCCOE's EPP Educator Pathways at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

Assists the Director with the implementation of other EPP programs; leads efforts to ensure the integration of the Educator Pathways with other EPP programs.

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 EPP staff.

Provides technical information to the Director 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, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

State and federal regulations pertaining to education specialist standards, credentialing, and accreditation or evaluation activities (e.g., Commission on Teacher Credentialing);

Curriculum and professional development;

Program development;

Project management;

Institutions of Higher Education functions and structures;

Grant writing and grant program implementation;

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;

Plan, set agendas, and coordinate/conduct meetings and trainings;

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;

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.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams;
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
- Demonstrates emotional intelligence;
- Models inclusive, effective, and authentic communication;
- Applies knowledge of the intersectionality of race, equity, and inclusion;
- Builds and sustains positive, trusting relationships;
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master’s degree in an education-related field, and at least five (5) years educational administrative experience in any educational organization Pre-K through 16, including some supervising and/or supporting teachers in an educational setting.

LICENSES AND OTHER REQUIREMENTS

- Valid Administrative Services Credential
- Valid California Teaching Credential
- 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

DocuSigned by:

84A286968D6B4A...

8/18/2022 | 8:36 AM PDT

Approved:

Larry Oshodi
 Assistant Superintendent-Personnel Services

Date

Revised: 8/16/22 Teacher Pipeline removed; Educator Pathways added.