

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR IV – EDUCATOR PREPARATION PROGRAMS

BASIC FUNCTION:

Under the direction of an assigned supervisor plans, organizes, controls and directs professional development and delivery of assigned California Commission on Teacher Credentialing (CTC) credentialing programs for teachers and school administrators; seeks out grants and resources to establish and operate various degree and credentialing programs; serves as liaison with the California Department of Education, CTC, departments within the SCCOE, and other organizations for providing information and resolving issues related to assigned credentialing programs; develops procedures and activities to prepare Educator Preparation Programs (EPP) for Western Association of Schools and Colleges (WASC) accreditation; develops goals and strategic plans to create a workforce pipeline for PreK-12 educational systems; supervises and evaluates the performance of assigned personnel and performs other related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls, and directs the organization, professional development, and delivery of assigned CTC State-approved credentialing programs for teachers and school administrators.

Serves as liaison with the California Department of Education, CTC, and other organizations for providing information and resolving issues related to assigned credentialing programs.

Seeks out grants and resources to establish and operate various degree and credentialing programs.

Plans, organizes, and implements plans to ensure that the Educator Preparation Programs unit maintains accreditation and acquires WASC accreditation.

Develops goals and strategic plans to create a workforce pipeline for PreK-12 educational systems.

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

Plans, organizes, and implements plans to recruit and retain participants in the Educator Preparation Programs; reviews the Educator Preparation Programs unit for continuous improvement and facilitates the expansion of program offerings as warranted.

Develops and maintains partnerships with appropriate external agencies, and universities to support options for earning university credit, course work transfer, and degree obtainment.

Provides technical expertise, information and assistance to the direct supervisor regarding assigned programs; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

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

Directs, supervises, and evaluates assigned staff recommends transfers, reassignment, termination, and disciplinary actions; directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; develops materials for presentations as requested.

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

Prepares accreditation, grant, or financial reports for the program.

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

Operates a variety of office equipment, including a computer and assigned software programs; operates media equipment, such as a projector, and others as needed for presentations; drives a vehicle to conduct work as assigned.

Provides training for instructors serving in the LEAP program; provides Cognitive Coaching training for mentors.

Represents SCCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events as approved by the supervisor.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Curriculum and instruction;

Grant writing, monitoring, and reporting;

Institutional research, program evaluation, data collection and analysis;

National research-based educational programs and instructional strategies, specifically for low-performing schools;

California State credentialing requirements;

Budget preparation and control;

Oral and written communication skills;

Principles and practices of administration, supervision, and training;

Cognitive Coaching;

Applicable laws, codes, regulations, policies, and procedures;

Interpersonal skills using tact, patience, and courtesy;

Operation of a computer and assigned software.

ABILITY TO:

Develop and implement performance criteria for programs, projects, and services for the Educator Preparation Programs Unit;
 Plan, organize, control, and direct the organization, professional development, and delivery of assigned CTC State-approved training programs;
 Serve as liaison with the California Department of Education, CTC, and other organizations for providing information and resolving issues related to assigned Educator Preparation Programs;
 Direct and evaluate the performance of assigned staff;
 Prepare and present a variety of workshop topics to teachers, administrators, County Office personnel and district office personnel;
 Prepare presentations using assigned software and other media;
 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.

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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions;
 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 education or related field and five (5) years increasingly responsible experience in the administration of instructional technology, professional staff development, instructional leadership and curriculum development at a site or district level. Experience having taught courses at the university level in the area of teacher preparation, administrative training, or related field. Doctoral degree required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
 Valid California Elementary, Secondary Teaching Credential or Special Education 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 and make presentations;

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials;

Sitting or standing for extended periods of time.

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Approved:	<hr/> <p>Khushwinder Gill, Ed.D.</p> <p>Assistant Superintendent-Personnel Services</p>	Date

	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <p><small>Signed by:</small></p> <p><i>Dr. David M. Toston, Sr.</i></p> <p><small>AFFF8FA0C5F741B</small></p> </div>	6/12/2025 5:22 PM PDT
Authorized:	<hr/> <p>Dr. David M. Toston, Sr.</p> <p>County Superintendent of Schools</p>	Date

Revised 6/11/25: Title changed from Executive Director to Director IV