

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **ASSISTANT DIRECTOR, REGIONAL OCCUPATIONAL PROGRAM**

#### **DEFINITION**

Under general direction, to assist in directing, supervising, planning, and coordinating the activities and operations of the Regional Occupational Program/Secondary Department, to coordinate assigned activities with other departments, outside agencies, and the general public, and to provide responsible and complex staff assistance to the Regional Occupational Program Director.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, professional, technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assist in coordinating the organization, staffing, and operational activities for the Regional Occupational Program/Secondary Department.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Regional Occupational Program/Secondary Department; identify resource needs; recommend and implement policies and procedures.

Identify opportunities for improving service programs and procedures; review with appropriate management staff, implement improvements.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Assist in directing, coordinating and reviewing the work plan for the Regional Occupational Program/Secondary Department; meet with staff to identify and resolve problems, monitor work flow, activities and projects; review and evaluate work products, methods and procedures.

Participate in the development and administration of the Regional Occupational Program/Secondary Department budget, forecast additional funds needed for staffing equipment, materials, and supplies; assist in monitoring and approving expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the Director, Regional Occupational Program; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Regional Occupational Program/Secondary programs, policies and procedures as appropriate.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Work cooperatively with the principals of adult education, high schools, alternative and college programs, public and private agencies to assure access and admission of eligible students to a vocational program or career path.

Assist in scheduling programs and placement of programs into appropriate facilities.

Maintain frequent and direct contact with district personnel for the purpose of determining, student needs which may be satisfied by the ROP/Secondary program.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of vocational education.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a Regional Occupational Program/secondary program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of vocational education.

Principles of budget preparation and control.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

Principles and practices of curriculum development and instructional teaching strategies.

Current trends, research, and development in the areas of student learning, student needs, and institutional responses.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Manage and coordinate the work of supervisory, professional, and technical personnel.

Select, supervise, train and evaluate staff.

**Skill and Ability to (Continued):**

Interpret and explain County Office of Education policies and procedures.

Recommend and implement goals, objectives and practices for providing effective and efficient Regional Occupational Program/Secondary services.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery procedures and techniques.

Interpret and apply federal, state and local policies, procedures, laws and regulations

Ensure County Office's and school districts' compliance with laws and regulations.

Effectively direct the provisions of vocational education programs in support of the County Office's departments, schools, and programs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

A Bachelor's degree from an accredited college or university with major course work in education or a related field.

**Experience:**

Four years of increasingly responsible teaching and educational administration experience preferably at both the elementary and secondary levels, and such industrial experience as required by VEA for vocational supervision.

**License or Certificate:**

Possession of appropriate California Credentials.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential duties require the following skills and working environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date:** June, 1994.