

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**DIRECTOR, REGIONAL OCCUPATIONAL PROGRAM**

**DEFINITION**

Under administrative direction, to direct, manage, supervise and coordinate the programs of student activities of the Regional Occupational Program/Secondary Department within the Student Services Division; to coordinate assigned activities with other County Office of Education departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant Superintendent, Student Services & Personnel.

**SUPERVISION EXERCISED**

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

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for all services and activities of the Regional Occupational Program/Secondary Department.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including ROP/Secondary; recommend, within Divisional policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of programs and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Assistant Superintendent, Student Services & Personnel; 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.

Plan, direct, coordinate, and review the work plan for the Regional Occupational Program/Secondary Department; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Regional Occupational annual budget; direct the forecast of additional funds needed for staffing equipment, materials, and supplies; direct the monitoring of and approve expenditures, direct and implement adjustments as necessary.

Serve as a liaison for the Regional Occupational Program/Secondary Department with other County Office of Education departments, community organizations, and other public and private agencies; negotiate and resolve significant and controversial issues.

Work cooperatively with the principals of the adult education, high school programs, and the deans of the community college to assure access and admission of all students to a vocational program.

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

Maintain frequent and direct contact with district personnel for the purpose of determining district needs which can be satisfied through County Office programs.

Ensure that business and industry representatives are consulted in the development of advisory committees for assistance in program development and program operations to meet job market needs.

Provide leadership for curriculum development including effective instructional strategies and techniques, program design, assessment, and evaluation procedures.

Provide responsible staff assistance to the Assistant Superintendent, Student Services & Personnel; 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 Department programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; 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.

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

Modern and complex principles and practices of regional occupational program development and administration.

Advanced principles and practices of budget preparation and administration.

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.

Analyze, and evaluate new service delivery methods, 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 Master's degree from an accredited college or university with major course work in education or a related field.

**Experience:**

Six 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 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.