

SANTA CRUZ COUNTY OFFICE OF EDUCATION

PROJECT DIRECTOR, BALDRIGE PROGRAMS

DEFINITION

Under general direction of the Assistant Superintendent, Educational Services Division; will provide leadership for the development, implementation and evaluation of effective educational and support operations for the districts; manage and provide training for system wide continuous improvement initiatives; oversee and manage the Baldrige in Education grant, application process, work of criteria teams and implementation of opportunities for improvement.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Work directly with schools to provide training on school improvement plans and integrated management systems.

Provide training for developing strategic plans and performance measures.

Knowledge of the Maryland State Department of Education's school improvement process.

Knowledge of Baldrige National Quality Awards application process, criteria and self-assessment; train assessors for the Baldrige National Quality Award; knowledge of integrated management systems; continuous improvement models and tools.

Provide leadership to talented and committed staff and volunteers dedicated to making a positive and lasting impact in the community.

Direct the integration of the Baldrige Criteria for Performance Excellence into all major district support processes.

Work with Title I schools identified for school improvement.

Provide leadership and training for the Baldrige Criteria Writing teams and work with offices to implement work plans.

Ability to develop annual goals, set standards, monitor progress, analyze data and implement improvement programs.

Provide leadership in the organization-wide deployment, use and evaluation of quality tools and continuous improvement processes including the Plan Do Study Act cycle.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Baldrige in Education programs.

Develop and deploy a valued-added system for all major district support processes to ensure the accountable use of District resources.

Create action plans and processes and provide leadership, direction and guidance for schools and offices to conduct self-assessment and site visits for Baldrige Programs.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB REALTED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of assigned programs, projects, grants and curriculum programs.

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

Modern and complex principles and practices of project and grant implementation and evaluation.

Principles of budget preparation and control.

Principles of supervision, training and performance evaluation.

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

Methods and techniques of grant writing.

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 professional and technical personnel.

Interpret and explain County Office of Education policies and procedures.

Recommend and implement goals, objectives and practices for providing effective and efficient programs and services.

Prepare clear and concise administrative and financial reports.

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

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

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 of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

Master's Degree preferred.

Experience:

Five (5) years or more of educational administration experience in an educational environment.

License or Certificate:

Valid California Administrative Services Credential; a valid California Teaching Credential. (Verification of passage of CBEST is required if credential has not been utilized in California public schools within 39 months.)

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 physical skills and work environment:

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

Approval Date: January 2005.