

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

### **PROJECT DIRECTOR, CURRICULUM AND INSTRUCTION**

#### **DEFINITION**

Under general direction, to direct, supervise, plan and coordinate the activities and operations of assigned projects, programs, contests and grants conducted by and/or located in the County Office of Education Curriculum & Projects Department within the Educational Services Division; to coordinate assigned program, project, grant and contest services and activities with other departments, outside agencies and the general public; to provide responsible and complex staff assistance to the Assistant Superintendent of Educational Services.

#### **SUPERVISION EXERCISED**

Exercise direct supervision over professional, technical and clerical staff.

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

Provide administrative and professional leadership and direction for the assigned programs, projects and grants.

Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs, projects, contests and grants; identify resource needs; recommend and implement policies and procedures.

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

Recommend and implement goals, objectives and practices for providing effective and efficient curriculum and staff development services.

Direct, coordinate and review the work plan for assigned programs, projects, contests and grants; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Review and recommend approval or disapproval for project applications submitted by sources for approval by the Santa Cruz County Superintendent of Schools for submission to funding source for implementation; as directed, write and submit project applications for approval.

Prepare and administer budgets.

Select, supervise, train and evaluate staff.

Interpret and explain Santa Cruz County Office of Education policies and procedures.

Provide staff assistance to the Assistant Superintendent of Educational Services; prepare and present staff reports and other necessary correspondence; attend County Board of Education meetings as directed to present items for Board action and/or to provide information concerning projects and related activities conducted by and/or located in the Santa Cruz County Office of Education.

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

Provide information and services to County Office of Education personnel and programs and to school districts and the public regarding projects, contests, curriculum and related activities conducted by and/or located in the Santa Cruz County Office of Education.

Work directly with, and facilitate as necessary, groups of educators, public agency representatives and the general public to plan, implement, evaluate and provide information; coordinate services concerning projects, contests, curriculum and related activities as a part of the educational offerings of the schools of Santa Cruz County.

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

Seek sources of outside funding for the improvement of educational programs and services provided by the Santa Cruz County Office of Education.

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

Respond to and resolve difficult and sensitive inquiries and complaints.

Prepare information releases and conduct public relations activities relating to programs and services provided by the County Office.

**OTHER JOB RELATED 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 local laws, codes and regulations.

Methods and techniques of grant writing.

Principles of child and human development.

**Knowledge of (Continued):**

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.

Provide administrative and professional leadership and direction for the assigned programs, projects and grants.

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.

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

Effectively direct the provisions of projects, programs and grants 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 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:**

Four years of increasingly responsible teaching and educational administration experience, preferably at both the elementary and secondary levels.

**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:** June, 1995.