

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

### **DIRECTOR, SANTA CRUZ COUNTY COLLEGE COMMITMENT (S4C)**

#### **DEFINITION**

The job of Director, Santa Cruz County College Commitment (S4C) is done for the purpose/s of providing support to the educational process with specific responsibilities for functioning under the general direction of the S4C Steering Committee and County Superintendent of Schools, to develop and maintain communications and working relationships with public and private agencies, state and federal legislative branches, and other governmental entities affecting policy and program enhancements for Santa Cruz County K-12 School Districts, the Santa Cruz County Office of Education, Cabrillo College, CSUMB, and UCSC; and managing grants as they relate to the programs, staff development, data collection, and budgets connected to grants.

This job reports to the assigned administrator.

#### **SUPERVISION EXERCISED**

No supervision exercised.

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

Assists in the development and preparation of research data and analysis of proposed, pending, or existing local, county, state, and federal measures on designated subjects that could affect S4C collaborative programs, administration, or fiscal policies for the purpose of meeting the program guidelines and quality of funding of the programs.

Collaborates and partners with internal and external groups and serves as a resource and liaison person of various SCCOE S4C services and programs for the purpose of representing COE and implementing program objectives.

Conducts and/or participates in meetings, workshops, conferences, presentations, seminars and panel discussions before internal and external groups, local boards and agencies, and community groups regarding a range of COE educational services topics for the purpose of conveying and/or gathering information required to perform S4C functions.

Facilitates a variety of K-16 collaboration and networking activities through participation in (e.g. meetings, public speaking, professional development training, conference presentations, receptions, reception sponsors, strategic planning models preparation, goals and metrics monitoring, continually monitoring and reporting the progress of programs, promoting active partnerships among public and private corporate, media and public agency sponsors, etc.) for the purpose of enhancing the effective development of program and training, communication and community relations and promoting S4C as an educational organization.

Interacts with and presents to internal departments and external agencies (e.g. county board, superintendent, foundations, universities, CDE, etc.) for the purpose of enhancing communications with agencies, groups, commissions, boards, and the media; and identifying relevant issues and recommending or implementing action plans.

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

Meets and facilitates subcommittees and stakeholder groups (e.g. teachers, school administrators, Superintendent of Schools, Board of Education Members, Higher Education Representatives, officials of public and private agencies and corporations, etc.) for the purpose of gathering and disseminating information; establishing a network of resources for partnerships and collaboration; and supporting S4C programmatic and organizational goals.

Monitors assigned budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are met.

Oversees communications and public relations for external programs and acts as liaison and facilitates communication with various internal personnel and external entities (e.g. business division, student support services, California State University, Monterey Bay, Cabrillo Community College, UCSC, community foundations, and a variety of state and federal agencies related to the K – 16 collaborations in which the district participates, etc.) for the purpose of maintaining quality and satisfactory working relationships.

Plans and integrates special funding activities and partnerships (e.g. identifying possible funding sources in the corporate and foundation arenas, expanding initial programs to full collaborative partnerships, writing and coordinating grant applications, etc.) for the purpose of ensuring satisfaction with programming, partnership and leadership.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective educational functions of the COE and its districts.

**Knowledge of:**

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions.

Analyze situations to define issues and draw conclusions.

Federal, state, and local regulations related to grant-funded programs, as well as foundation sources.

History of emerging issues in school reform work and history of school reform efforts in California and nationally.

Public education concerns, issues, and legislation.

Concepts, principles, and practices of grant development; fundraising activities and grant acquisition techniques.

Marketing techniques and strategies.

**Knowledge of (continued):**

Personal computer hardware, software, internet, and web page applications and resources.

K-12 systems and equity issues.

**Skill and Ability to:**

Group dynamics; research methods.

Program design.

Multicultural awareness and sensitivity.

Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Developing and administering budgets.

Operating standard office equipment including utilizing pertinent software applications.

Planning and managing multiple projects.

Preparing and maintaining accurate records; and training, developing and supervising staff.

Schedule a number of activities, meetings, and/or events.

Often gather, collate, and/or classify data; and consider a number of factors when using equipment.

Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment.

Independent problem solving is required to analyze issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant.

Conduct research and analysis, write and administer grants.

Provide administrative and professional leadership and direction.

Supervise, train and evaluate staff; allocate limited resources in a cost-effective manner.

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

Analyze problems, identify needs and alternative solutions.

Project consequences of proposed actions and implement recommendations in support of goals.

Meeting deadlines and schedules.

Research, compile, and collect data and information.

Prepare clear and concise reports.

Establish, maintain and foster positive and harmonious working relationships.

Lead and facilitate.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special sensitivity to the needs of a diverse population.

Prepare and deliver effective oral presentations, using PowerPoint or similar computer graphics.

Build partnership associations and coalitions with a variety of corporate and government agencies.

**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 social service or a related field. A Master's degree is required and a Doctorate's degree is preferable. Three years of experience in lobbying, advocacy, public policy, coalition building, and grant writing, for public, non-profit agencies is required; or three years of experience in educational administration. Experience within a public education setting is required. Relevant closely job-related experience, education, certificates and/or licenses may be substituted.

**Experience:**

Job related experience within a specialized field is required.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements:**

Working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**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:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Approval Date:** January 17, 2017

**Revised Date:** June 15, 2021