

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, SPECIAL POPULATIONS

BASIC FUNCTION:

Under the direction of Associate Superintendent, Student Services, plan, organize, coordinate, and control Special Populations Educational Support programs including Migrant Education School Readiness, Saturday School STEM Academy, Cal-SAFE, and summers school programs for six school districts; plan organize, coordinate and control projects, activities, and services to qualified students and families within the County/Region; meet with school district superintendents to inform and communicate information related to Special Populations Program activities and requirements; train, supervise, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and control federally-funded, State-administered Migrant Education programs, projects, activities, services, and operations to qualified students and families within Ventura County/Region; assure proper staffing and allocate personnel and resources to optimize departmental efficiency and effectiveness;

Communicate with school district superintendents, Project Directors, and other faculty and administrators to explain and coordinate activities and programs, resolve issues and conflicts, and exchange information; meet with and provide periodic in-service training to Parent Advisory Committee members;

Provide direction for the operation of the Homeless Education Project, Foster Youth Educational Services, Cal-SAFE and Even Start Programs;

Provide overall direction and technical expertise, information, and assistance to VCOE management and school districts regarding Migrant Education and other Special Populations functions; advise the Superintendent and Associate Superintendents of unusual trends or issues and recommend appropriate corrective action;

Represent the County at regular meetings of Regional Directors and State representatives; develop and deliver oral and written reports, recommendations and other presentations to committees, agencies, boards, and others; serve on a variety of committees and State task forces, including the MSRTS;

Hire, train, prioritize and assign work, and supervise assigned department staff; evaluate the performance of assigned staff; recommend promotions, transfers, reassignments, terminations and disciplinary actions; assure compliance with personnel policies;

Develop, implement, and control the department's annual budget; analyze and review budgetary and financial data; audit, control and authorize expenditures in accordance with established program and VCOE guidelines and limitations;

Direct and participate in the formulation and implementation of departmental policies, procedures, and projects; plan, organize and implement short- and long-term programs and activities designed to develop and promote assigned operations and services;

Prepare, present, and justify revisions and amendments to budgets, programs, services, policies, and timelines; assure department and personnel programs, activities, and participants comply with program regulations and requirements;

Develop and assure successful implementation of traditional and continuous learning summer programs; assure the timely and proper development of summer school curriculum; select and negotiate summer school sites and facilities; hire summer school personnel; prepare applications and documentation for a summer food program;

Direct the preparation and maintenance of a variety of financial, narrative and statistical reports, records and files related to the Migrant Education and Special Populations programs;

Develop and plan a curriculum and relevant budget for Saturday School STEM and summer school programs in a written application and submit to the State for approval;

Administer and provide training for teachers and aides in six school districts;

Provide supplementary school programs for six school districts;

Operate a variety of office equipment, including a microcomputer, and operate a vehicle to visit County sites;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of a federally-funded, State-administered Migrant Education and other Special Populations programs;

Budget development, preparation and control;

Migrant and other Special Populations lifestyle and culture;

Principles and practices of administration, supervision and training;

Policies and objectives of Migrant Education programs and activities;

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to Migrant Education and other Special Populations programs;

Federal Register on Migrant Education and Chapter 1;

Curriculum of pre-school, K-12, and adult education program;

Elementary science, math, and art curriculum;

VCOE organization, operations, policies and objectives;

Interpersonal skills using tact, patience and courtesy;

Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary;

Oral and written communication skills;

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of migrant

populations;

ABILITY TO:

Plan, organize, coordinate, and control Migrant Education and other Special Populations programs, projects, activities, and services to qualified students and families;
Meet with school district superintendents to inform and communicate information related to Migrant Education and other Special Populations program activities and requirements;
Provide training in language acquisition and language arts for STEM students;
Train, supervise and evaluate the performance of assigned staff;
Prioritize and schedule work;
Prepare, administer, monitor and control the annual department plan and budget;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Perform basic accounting and accurate math calculations;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and time lines;
Work independently with little direction;
Prepare comprehensive narrative and statistical reports;
Prepare and deliver oral presentations;
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files;
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in Education, Business or related field and five years administrative and teaching experience with at-risk and Migrant Education students, programs, and services.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Credential and Teaching Credential; valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside and outside environmental conditions; subject to driving to County sites to conduct work, including visits to classrooms and program sites; may be required to use personal vehicle in the course of employment; may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings; may be required to work weekends.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print and observe accuracy of reports and documents;
Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate computer equipment and standard office equipment;
Hearing and speaking to exchange information and to conduct presentations; and
Sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.