

Location	Metropolitan Education District 760 Hillsdale Avenue, San Jose CA 95136
Reports to	Superintendent
Classification	Certificated Administrator
Supervises	Assigned Certificated and Classified staff
Coordinates	Instructional Programs
Date Approved	02/08/2006
Date(s) Revised	3/28/16, Update Pending: 12/08/2021
Position Control	#140018 Salary Schedule 10 Range 26 24, 220 Days

POSITION DESCRIPTION:

~~Assist the Superintendent of Metropolitan Education District with all duties and responsibilities related to the support, coordination and development of high school Career Technical Education and Adult Education instructional programs. In addition, assist the Superintendent by directing and coordinating the assessment, accountability and the Local Control Accountability Plan.~~

Under the general direction of the Superintendent, the Director promotes a school culture which sets high expectations and standards for career/technical and adult education students, academic learning and the social development of all students; articulates and implements a clear vision for SVCTE and SVAE for all students and staff; and provides leadership to the staff in the administration of SVCTE and SVAE programs consistent with the mission and goals of the Metropolitan Education District (MetroED).

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- ~~• Assists the Superintendent in the overall planning and management of all instructional programs and accountability within MetroED~~
- ~~• Assists the Superintendent and administrative staff in the selection of personnel~~
- ~~• Works for continuous improvement the educational programs of the District~~
- Responsible for the effective administration of Silicon Valley Career Technical (SVCTE) Education and Silicon Valley Adult Education (SVAE), programs and personnel in designated areas
- Responsible for oversight of the Principal for Silicon Valley Adult Education
- Responsible for developing programs, courses to meet the needs of students and its participating districts
- Provides leadership to bring about effective teaching, learning and positive student outcomes
- Establishes criteria for the selection, retention and evaluation of personnel within their area of responsibility, and cooperates in solving problems arising from joint use of facilities
- Uses a leadership style that is open, collaborative, inclusive and supportive resulting in positive working relationships and climate
- Responsible for currency of course content and delivery
- ~~• Oversees the instructional curriculum, assessments, stakeholder involvement, and accountability programs~~
- Directs the accountability program in all areas with MetroED

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AREAS OF RESPONSIBILITIES/DUTIES: (Continued)

Essential Functions:

- Enthusiastically pursues positive change in course and program offerings, in cooperation with advisory groups, operating committees and the community
- ~~Directs and coordination of staff development~~
- Administers a supportive student personnel system that promotes positive student outcome
- ~~Provides leadership to improve the learning environment throughout the District through the development of goals and objectives and the setting of strategic directions~~
- Works cooperatively with administration to develop and monitor an effective student progress and outcome accountability system
- ~~Supports the planning and implementation of MetroED WASC accreditation programs~~
- Works for continuous improvement of the educational programs of the District
- ~~Works with local community college districts regarding dual enrollment, middle college and other joint instructional programs for students~~
- ~~Directs the development of new curriculum, coordinating an Employer Advisory Board meeting and purchasing of materials, supplies, furniture and equipment for new programs~~
- Proactive seeks to develop collaborative relationships with MetroED and with its partners
- ~~Provides technical expertise, information, and assistance to the Superintendent regarding instructional programs; assists in the formulation and development of policies, procedures and programs; develops and implements activities to provide services to the SVAE and SVCTE instructional and instructional support staff~~
- Oversees dual enrollment and articulation agreements
- ~~Develops and interprets legal documents relevant to the instructional activities of the District; reviews and edits contracts, program operational guidelines, mission statements and policies; compiles an annual report including strategic planning, goals, accomplishments and other relevant information as needed~~
- Responsible for CTEIG and Strong Workforce grant applications and reports
- Supervises and evaluates certificated and classified personnel within their area of supervision
- Administers and monitors the fiscal, human and physical resources within their area of supervision
- Supervises and administers the maintenance of record-keeping including but not limited to attendance, registration records and student accountability, and other duties as assigned
- Prepares and delivers to the MetroED Board reports regarding items relative to the areas of assignment
- Advises on Special Education 504 laws and regulations
- Works cooperatively with other administrative staff, the Superintendent of MetroED and instructional leaders in the six participating districts
- Represents the program in professional and community groups
- Assists with employee supervision and evaluation
- Provides overall leadership for the District including active participation on the MetroED Cabinet, coordination with participating districts and involvement with appropriate educational and community organizations

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- Oversees and develops a marketing program for the credentialing program courses
- Oversees the credential monitoring process of all career tech teachers with the six partner districts
- Performs all other duties as assigned by the Superintendent

EMPLOYMENT STANDARDS

Knowledge of:

- MetroED Board policies and procedures
- ~~State and District Teaching Standards~~
- Governmental budget, accounting and other fiscal principles and practices
- Local, state, and federal rules, laws, and practices as it pertains to students and education
- ~~Financial Analysis and projection techniques~~
- ~~Curriculum development, enhancement and implementation~~
- ~~Principles, practices and trends of public education~~
- ~~Fiscal regulations for grant-funded programs~~
- ~~Budget preparation and control~~
- ~~Principles and practices of administration, supervision and training~~
- ~~Interpersonal skills using tact, patience and courtesy~~
- ~~Operation of a computer and assigned software~~
- ~~Public relations techniques~~

Ability to:

- Plan, organize, support, implement and ~~direct~~ **coordinate the instructional and accountability programs** **the operation of a computerized attendance system**
- Direct and supervise appropriate staff (classified, administrative and certificated)
- **Remain sensitive to the needs of students and staff**
- Provide **effective** leadership **in the supervision, evaluation and development of District personnel** ~~to effectively and accurately analyze complex situations and adopt effective and efficient courses of action~~
- ~~Use effective interpersonal skill~~
- Provide **effective** leadership for developing the District's total program, and **delegating or assigning to qualified staff the appropriate responsibility and authority for executing functions or programs,** and developing organizational plans and structures that support the implementation of educational programs
- ~~Use effective leadership and time management skills~~
- ~~Work cooperatively with public agencies, participating districts and community leaders~~
- ~~Communicate effectively both orally and in writing~~
- **Function in high pressure situations**
- **Exhibit effective interpersonal skills**
- **Work well in a culture of diversity**
- ~~Utilizes standard office computer applications~~
- ~~Encourage and support teamwork within and between educational units and programs~~
- ~~Convene, prepare and facilitate a variety of meetings~~
- Provide leadership in communicating special needs of the District to other public entities and to the private section

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- Provide leadership in the application of the latest research within the educational programs of the District

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- ~~Five (5)~~ **Four (4)** years of administrative experience **in secondary, vocational or adult education** ; ~~functioned in a high pressure situation; exhibited effective interpersonal skills; exhibited effective time management skills and exhibited effective management, leadership skills and decision making ability~~
- **Three (3) years of secondary teaching experience**

Education and Credentials:

- ~~Must possess a California Teaching Credential, California Administrative Services Credential;~~
- Bachelor's degree (Master's degree preferred) **with a major in education, administration or related field**
- **California Teaching Credential**

License:

Must possess a valid California driver's license **and/or be able to provide own transportation in conduct of work assignments** ~~and a reliable means of transportation~~

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful, and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies, and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned essential functions of this job description is the following essential physical requirements:

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer, hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____