

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
DIRECTOR**

ESSENTIAL FUNCTIONS AND JOB DUTIES:

May include, but are not limited to the following:

- Coordinates, organizes, and facilitates the design and implementation of grant and/or program
- Consults with administrators, teachers, site coordinators, and instructional staff on curriculum, instruction, and assessment of activities
- Plans and facilitates staff development programs for staff
- Pursues needs assessments and aids in the development of project goals and objectives
- Assists in the planning, organization, and implementation of project evaluation and assessment processes
- Performs a variety of communication and presentation functions to further understanding of the grant program, and how the program interfaces with community agency goals and curriculum and instruction goals
- Performs a variety of functions in the area of personnel management, including participation in the recruiting and selection, record management, and evaluation process of staff
- Serves as a liaison to state and federal agencies responsible for program guidelines and procedure compliance
- Represents the Tehama County Department of Education at appropriate district, state, and federal meetings
- Administers assigned project budgets
- Drive frequently for department business

QUALIFICATIONS:

- Knowledge of principles, goals, and objectives of public education
- Expertise in methods, techniques, procedures, and strategies pertaining to assessment and evaluation
- Experience with legal mandates policies, regulations, and operational guidelines pertaining to state and federal grant funded projects and public school administrative processes
- The ability to coordinate and facilitate the implementation of creative and innovative academic improvement and remedial curriculum and instructional programs

- Demonstrated ability to communicate effectively and maintain effective cooperative working relationships with teachers, administrators, students, parents, and community members
- Grant writing and grant management experience preferred
- Bilingual ability in Spanish/English desired

#### EXPERIENCE AND EDUCATION:

- Valid California Teaching credential
- Administrative credential or current enrollment in administrative program
- Five years teaching experience
- Three years management experience

#### OTHER REQUIREMENTS:

- Valid California driver's license and evidence of insurance

#### PHYSICAL DEMANDS:

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.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects or controls; reach with hands and arms
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus

#### TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.