

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I, AVID

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control and direct the administration and accountability of the AVID program in the seven counties of the Bay Region IV; develop and oversee the AVID grant and the AVID budget; provide professional development and support for AVID site personnel; establish collaborative relationships with other agencies, county offices and higher education representatives; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the administration and accountability of the AVID program in the seven counties of the Bay Region IV.

Develop, plan, deliver and host professional development activities for AVID site personnel; provide support to site personnel; conduct site visitations to present and prospective AVID sites and districts; collaborate with AVID Center to develop administrator training activities.

Establish collaborative relationships with other agencies, county offices and higher education representatives; develop partnerships to secure resources on behalf of AVID students in the region.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Develop and prepare the annual preliminary budget for AVID; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; develop and oversee the AVID grant and prepare related status reports; submit grant reports to the State according to established time lines.

Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop the AVID program; participate in goal-setting and monitoring the progress of goals.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; work with local legislators to develop and maintain support for AVID; network with assistant superintendents and superintendents to expand and improve AVID programs in the region.

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Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; participate in related professional development activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the AVID program.
AVID methodologies and related instructional practices.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the administration and accountability of the AVID program in the seven counties of the Bay Region IV.
Develop and oversee the AVID grant and the AVID budget.
Plan, organize and provide professional development and support for AVID site personnel.
Establish collaborative relationships with other agencies, county offices and higher education representatives.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in a related field required (Master's Degree preferred), and five years experience in administration.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.