

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ADMINISTRATOR, REGIONAL OCCUPATIONAL PROGRAM**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Student Services, plan, organize, control and direct the services and functions of Regional Occupational Program (ROP)/Career Technical Education (CTE); implement County Office policies and procedures and assure effective utilization of ROP personnel and resources; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the services and functions of Regional Occupational Program (ROP)/Career Technical Education including curriculum development, attendance/enrollment, fiscal reporting, technology innovation and management, staff development, public information, and assessment and quality assurance.

Establish directional focus for ROP/CTE; implement County Office policies and procedures and assure effective utilization of ROP personnel and resources; evaluate effectiveness of programs and services; plan, design, coordinate, administer and assure compliance of courses and a variety of special projects, administrative procedures, reporting systems and internal processes to assure effective and efficient service delivery; make recommendations regarding changes to maximize services to students, districts and the community.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Interpret, monitor, negotiate and resolve issues of contract/agreement terms, program objectives, staffing and funding levels; acquire, review, administer and monitor outside service contracts for work performed on behalf of or in connection with the ROP.

Lead and facilitate the design and development of new or modified programs, procedures and approaches in ROP/CTE; initiate, review and recommend proposals for new and continuing courses and staffing.

Develop and prepare the annual preliminary budget for the ROP; determine budget priorities; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; recommend resource allocation.

Serve as a technical resource for detailed information regarding vocational/career technical education objectives and funding requirements; respond to and resolve inquiries, complaints and concerns from the

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public, community, outside organizations, school district officials, staff, students and parents.

Maintain current knowledge of trends, practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned activities; direct the modification of functions, policies and procedures to meet local, State and federal requirements as appropriate; provide leadership and direction in developing new and innovative services.

Direct the preparation and maintenance of a variety of records, reports and files related to personnel, development, budgets, general and strategic planning, fiscal and performance-based accountability and other assigned activities; maintain contracts, agreements and other records related to assigned activities.

Plan, coordinate, lead and facilitate a variety of meetings, workshops, training sessions and other activities; provide input and meet with a variety of local, regional, State and federal officials regarding current and future policy, procedural and funding aspects of CTE; provide leadership and serve on various education, community and government boards, task forces and committees; prepare and present reports and other information to officials, community organizations, schools and others as directed.

Oversee the management and student information/performance-based accountability system; assess, collect, compile, track, analyze, project and report data in areas related to attendance/enrollment, demographics, placement, student competencies/certification, program costs and other data as directed.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Conduct a variety of other activities in support of ROP/CTE including facility, security and emergency needs, approving public relations and recruitment activities, grant preparation, approving purchase orders, requisitions and payroll and other activities as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the services and functions of ROP/CTE.

Principles, practices, methods and techniques of services, programs and functions in ROP/CTE.

Management principles, practices and methods including areas of communication, personnel, accounting, auditing, fiscal, purchasing and information systems.

Methods and approaches to administrative planning, assessment, monitoring, organizational development, resource allocation and research and development.

Applicable laws, codes, rules and regulations related to assigned activities.

Operation of a computer and assigned software.

Oral and written communication skills.

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Public speaking techniques.  
Budget preparation and control.  
Interpersonal skills including tact, patience and courtesy.  
County Office organization, operations, policies and objectives.  
Principles and practices of administration, supervision and training.  
Record-keeping and report writing techniques.

**ABILITY TO:**

Plan, organize, control and direct the services and functions of ROP/CTE.  
Implement County Office policies and procedures and assure effective utilization of ROP personnel and resources.  
Plan and participate in the on-going and continuous review of revenues and expenditures.  
Supervise and evaluate the performance of assigned personnel.  
Apply research and development practices and techniques and gather, interpret, analyze and report data.  
Implement an effective program of cost control by applying principles and methods of fiscal and budget management.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain laws, codes, 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.  
Prepare and deliver oral presentations.  
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: master's degree in business administration, education or related field and five years increasingly responsible experience in ROP or related field including two years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid Administrative Services Credential.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.