

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **DIRECTOR, SANTA CRUZ COUNTY COLLEGE COMMITMENT (S4C)**

#### **DEFINITION**

Under the general direction of the S4C Steering Committee and County Superintendent of Schools, to develop and maintain communications and working relationships with public and private agencies, state and federal legislative branches, and other governmental entities to effect policy and program enhancements for Santa Cruz County TK-12 School Districts, the Santa Cruz County Office of Education, Cabrillo College, CSUMB, and UCSC, and to perform related work as assigned.

Primary management and oversight of the GATES Foundation Implementation Grant as it relates to the programs, staff development, data collection, and budgets connected to the Network Implementation Grant.

#### **SUPERVISION EXERCISED**

Supervise and evaluate the performance of assigned personnel.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, organize, manage, and integrate special funding activities and partnerships, including identifying possible funding sources in the corporate and foundation arenas, expanding initial programs to full collaborative partnerships, and writing and coordinating grant applications.

Oversee communications and public relations for external programs; act as liaison and facilitate communication with California State University, Monterey Bay, Cabrillo Community College, UCSC, and a variety of state and federal agencies related to the K – 16 collaborations in which the district participates.

Manage K–16 collaborations; coordinate meetings, public speaking, professional development trainings, conference presentations, receptions, and reception sponsors; prepare strategic planning models, monitor goals and metrics, and continually monitor and report progress of ongoing programs.

Facilitate effective networking and position S4C as an organization, promoting active partnerships among public and private corporate and public agency sponsors.

Develop, conduct, and evaluate S4C education campaigns, including direct partnerships with media, corporate, or other organizations.

Provide focus on detail and follow-through for program proposals and implementation; provide broad, imaginative strategies for developing partnerships and funding sources that enhance the education of students and attain policy goals of S4C's mission.

**OTHER JOB RELATED DUTIES**

Meet with and address a variety of groups, including teachers, school administrators, Superintendent of Schools, Board of Education Members, Higher Education Representatives, officials of public and private agencies and corporations; gather and disseminate information relative to a variety of educational reforms, school initiatives, external programs and partnerships, and other related issues.

Assist in the development and preparation of research data and analysis of proposed, pending, or existing local, county, state, and federal measures on designated subjects that could affect S4C collaborative programs, administration, or fiscal policies.

Established a network of resources for partnerships, collaborates, public and private corporations, and agency sponsors is desirable.

Facilitate subcommittees and stakeholder groups to support programmatic and organizational goals.

Perform related duties and responsibilities as assigned.

**DISTINGUISHING CHARACTERISTICS**

Positions in this classification report to the S4C Steering Committee Chair and provide for a communications, special programs, funding, and operational liaison between the S4C partners and private industry, city, state, and federal government agencies.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Federal, state, and local regulations related to grant-funded programs, as well as foundation sources.

History of emerging issues in school reform work and history of school reform efforts in California and nationally.

Grant writing.

Public education concerns, issues, and legislation.

Concepts, principles, kinds, and practices of grant development.

Fundraising activities and grant acquisition techniques.

Marketing techniques and strategies.

Personal computer hardware, software, internet, and web page applications and resources.

**Skill and Ability to:**

Represent S4C in a professional manner.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special sensitivity to the needs of a diverse population.

Build partnership associations and coalitions with a variety of corporate and government agencies.

Adapt to changing circumstances and work quickly under pressure of deadlines.

Research potential partnerships and funding sources through the use of internet technologies.

Prepare and deliver effective oral presentations, using PowerPoint or similar computer graphics.

Establish and maintain effective working relationships with public and corporate executives and elected officials.

Take initiative and work independently in order to accomplish S4C's goals.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

A Bachelor's degree from an accredited college or university with major course work in social service or a related field. A Master's degree is desirable.

**Experience:**

Three years of experience in lobbying, advocacy, public policy, coalition building, and grant writing, for public, non-profit agencies is required; or three years of experience in educational administration. Experience within a public education setting is preferred.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

**SPECIAL REQUIREMENTS**

*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. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations. Dexterity of hands and fingers to operate office equipment, sitting, and operating a personal computer for extended periods of time; seeing to read handwritten documents or other records and reports; hearing and speaking to exchange information in person or on the telephone; stamina, poise, and presence sufficient to speak knowledgeably and confidently to groups.

**Approval Date:** January 17, 2017