



## **DIRECTOR II – CALIFORNIA'S OPEN EDUCATIONAL RESOURCES**

Certificated Job Description

### **IMMEDIATE SUPERVISOR:**

Administrator for Professional Learning and Student Support

### **POSITION SUMMARY:**

The Director of California's Open Educational Resources will be responsible to plan, implement and supervise all aspects of the High Quality Instructional Materials grant and provide general support and leadership in all aspects of California's Open Educational Resources for the division. Supervision of the program will include certificated and classified employees assigned to the department, budget requirements, progress reports to KCSOS leadership, progress reports to CDE (as required), and updating NOVA grant management software as required.

### **ESSENTIAL FUNCTIONS:**

This list is illustrative only and is not intended to be a comprehensive list of tasks performed.

1. Manage and supervise all aspects of the operations of the Department of California's Open Educational Resources.
2. Provide state-wide leadership regarding all issues related to digital instructional materials including local, state, and federal requirements and guidance.
3. Provide state & county-wide leadership in the establishment, implementation, and evaluation of digital instructional materials on an open educational resource platform.
4. Provide timely information and feedback to KCSOS leadership and Advisory Board regarding usage and development of California's Open Educational Resources.
5. Coordinate, conduct and evaluate professional development programs for educational administrators, teachers and instructional support personnel, including workshops, institutes and technology based training opportunities.
6. Prepare and deliver written reports and oral presentations relative to the California Open Educational Resources platform.
7. Plan and implement professional growth opportunities for department staff to ensure they are knowledgeable about current research and best practices in the fields of high quality instructional design for virtual and hybrid settings.
8. Work with professionals and community committees, organizations, and institutions and other agencies at the local, state and national levels to promote the implementation and evaluation of highly effective open instructional resources.
9. Partner with outside agencies to complete design and updating of the California's Open Educational Resources.

10. Possess strong and effective organizational skills to manage the platform, track progress/usage, and communicate with leadership team/advisory board.
11. Prepare budgets, reports, contracts, and agreements for service.
12. Represent the county office at professional meetings.
13. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Knowledge of principles, practices and methods of developing and delivering services, programs and functions of the Department of California's Open Educational Resources.
2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills to support all content areas and grade bands.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in digital instructional resources.
4. Knowledge of and willingness to stay abreast of effective instructional strategies and materials.
5. Demonstrate personal characteristics that are conducive to good communication and self-management.
6. Proven ability to lead and work effectively with diverse groups and individuals.
7. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
8. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
9. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Demonstrate the highest standards of professional integrity, honesty, ethics, confidentiality, and professionalism.
2. Ability to express oneself effectively in public, in conferences, and in writing, and to use these skills to lead professional development.
3. Ability to provide leadership in the development and implementation of digital instructional resources.
4. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners, and stakeholders.

5. Ability to analyze and evaluate instructional programs, including the effective use of data, data analysis, and data visualization.
6. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently in a fast-paced environment with flexibility.
7. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.
8. Ability to effectively structure, organize, systematize and complete tasks and activities.
9. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

A. Education:

1. Administrative Services Credential required.
2. Must hold appropriate California Teaching Credential(s).
3. Master's or doctorate degree required.

B. Experience:

1. Successful teaching experience in a general and/or special education classroom.
2. Successful administrative experience.
3. Successful experience in developing, implementing and evaluating open educational resources.

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