



DIRECTOR II - MIGRANT EDUCATION

Certificated Job Description

IMMEDIATE SUPERVISOR:

Administrator, Division of Instructional Services

ESSENTIAL FUNCTIONS:

1. Administer the Regional Component of the California Master Plan for Migrant Education.
2. Provide leadership and direction to district administrators relative to the planning, development and implementation of the Migrant Education Program.
3. Provide oversight for marshaling all resources of the region to support the Migrant Education Program.
4. Supervise the activities and evaluate the performances of the regional staff.
5. Provide leadership and direction in the development of budgets for participating districts and fiscal administration of the Migrant Education Program.
6. Provide leadership and direction to school districts relative to identification and recruitment of migrant students.
7. Attend professional conferences, workshops, institutes and conventions, as assigned, to keep abreast of the latest trends in instructional practices in migrant education.
8. Maintain lines of communication with the Office of Migrant Education, State Department of Education and regional offices; as throughout the state.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Specialized knowledge of and willingness to stay abreast of current trends, innovations and practices in migrant education.
2. Ability to work with people effectively.
3. 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.

B. Professional Qualifications:

1. Ability to provide effective leadership in committees, workshops and various types of group meetings.

2. Knowledge of fundamental principles in learning and effective instruction.
3. Possession of a broad repertoire of presentation, communication, and facilitator skills.
4. Proven ability to serve as a leader in developing and implementing educational programs.
5. 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. Master's or doctorate degree required.

B. Experience:

1. Five years successful experience in classroom teaching.
2. Successful experience in administrative and/or supervisory capacities.

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