

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I - ASAPCONNECT

BASIC FUNCTION:

Under the direction of the Chief Academic Officer, direct the overall planning, coordination and implementation of the After School Assistance Providers (ASAP) Connect program; provide professional development to Regional Lead network to support program capacity; work collaboratively with technical assistance providers to build capacity; develop partnerships with stakeholders to expand the provision of technical assistance to after school programs; oversee, develop and monitor the program budget; select, assign work, and evaluate program management and support staff.

ESSENTIAL DUTIES:

Direct the planning, supervision and coordination of the ASAP Connect Program; develop multiple-year strategic plan, program goals and objectives; lead the program strategic planning process; create program core competencies and assessment tools aimed at evaluating the knowledge and ability of technical assistance providers.

Increase collaboration and build capacity among technical assistance providers; establish and

Develop, oversee and monitor the program budget and expenditures; develop and coordinate ASAP Connect grant proposals; assure specialized funding mandates and reporting requirements are met; oversee development activities for program funding.

Attend meetings and conduct program assessment

necessary.

Conduct analyses of program and administrative problems and determine effective courses of

Any combination equivalent to: master's degree in organizational development

management or related field and four years of related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS: