

JOB DESCRIPTION

Job Title: Director, California Center on Teaching Careers (9896)

Job Summary:

Under the supervision of the County Superintendent of Schools, the Director of the California Center on Teaching Careers (CCTC) provides statewide leadership, oversight, and coordination of educator preparation programs, workforce development initiatives, and federally funded projects designed to strengthen the K–12 education workforce. The Director oversees collaborations among local, regional, and state and federal agencies to enhance recruitment, preparation, placement, and retention of apprentices, classified staff, teachers, administrators, school counselors, and school-based social workers.

Essential Duties:

- Lead the development, implementation, and management of state and federal grants related to educator preparation, counseling, social work, and apprenticeship programs.
- Direct and coordinate recruitment, preparation, placement, and retention initiatives to meet workforce needs across school districts statewide.
- Oversee development and administration of contracts and agreements with local, regional, state, and national service providers.
- Oversee development and implementation of program goals, objectives, policies, procedures, budgets, and contracts to ensure compliance with state, federal, and local regulations.
- Design, implement, and monitor data systems to guide decision-making and support continuous improvement.
- Develop, approve, and monitor department budgets to ensure compliance with state, federal, and organizational requirements.
- Ensure accurate recordkeeping and timely reporting to state and federal agencies.
- Supervise all state and federal funding streams, including budget forecasting and reporting.
- Lead grant-writing efforts for state, federal, and private funding sources.
- Direct program evaluations and recommend improvements to ensure adherence to established standards and reporting requirements.
- Serve as Principal Investigator (PI) for all state and federal grants administered by CCTC.
- Provide statewide leadership in the design and delivery of comprehensive support systems for districts, county offices, and higher education partners to streamline educator development and retention processes.
- Advance research-based practices for educator recruitment, preparation, placement, and retention.
- Collaborate with school districts, county offices of education, higher education institutions, education organizations, business and industry partners, the military, state and federal agencies, and philanthropic organizations to identify funding and develop innovative educator workforce programs.
- Recruit, supervise, train, and evaluate program staff, providing leadership and guidance to support professional growth and ensure effective program delivery.
- Represent CCTC at local, regional, state, and national meetings, conferences, and events.
- Perform other related duties, as assigned.

Responsibilities include: working independently under broad organizational guidelines to achieve program objectives; supervising staff and overseeing an assigned work area; managing and coordinating the use of program funds. Utilization of resources from other work units may be required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Build and sustain statewide partnerships across diverse education agencies.
- Plan, organize, and administer large-scale state and federal programs.
- Provide effective leadership, supervision, and guidance to individuals and teams.
- Develop and deliver professional presentations to varied audiences.
- Establish and maintain collaborative working relationships.
- Strategically plan and deliver high-quality, innovative services.

- Provide constructive feedback to encourage accountability and growth.
- Interpret and apply policies, procedures, laws, and regulations.
- Work independently and exercise sound judgment and discretion.
- Plan, organize, and manage multiple projects to meet deadlines.
- Prepare comprehensive narrative and statistical reports.
- Secure and manage state, federal, and private funding for program initiatives.
- Communicate effectively and professionally, demonstrating patience and courtesy.

Knowledge of:

- Current principles and practices of educational administration.
- California educator preparation and credentialing laws, regulations, and standards.
- Induction and residency program requirements.
- Federal and state grant development, monitoring, and reporting procedures.
- Strategic planning and continuous improvement processes.
- Budget development, management, and fiscal accountability.
- Principles of effective staff supervision, evaluation, and leadership.
- Research-based practices for workforce development.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- Lead large-scale initiatives with statewide impact.
- Represent the organization effectively in a variety of professional settings.
- Collaborate with multiple agencies and stakeholders toward shared goals.
- Interpret data and translate findings into actionable strategies.
- Travel including out-of-county and out-of-state, as required.
- Drive personal vehicle to various locations throughout the county, as needed.

Education Required:

- Bachelor's degree in education, public administration, or a related field.
- Master's degree preferred.

Experience Required:

- Five (5) years of experience leading educator preparation or credentialing programs and/or managing state and federal grants related to education.
- Two (2) years of experience supervising and evaluating professional staff.
- Experience with managing state and federal grants is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).
- Bilingual in English and Spanish preferred.

FLSA Status: Exempt

October 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.