



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION GEO LEAD

DEFINITION:

Under the general direction of Director of Continuous Improvement, the GEO Lead provides leadership, coordination, and oversight of the GEO program serving county-wide and regional partners. The position is responsible for program development, implementation, compliance, and continuous improvement; staff supervision and support; interagency and district collaboration; and delivery of high-quality educational services aligned with state, federal, and county priorities. This position serves as the primary instructional and operational lead for the GEO program and represents the County Office of Education in regional collaborations and initiatives.

This position is contingent on continued grant funding.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Program Leadership and Coordination

- Lead the planning, implementation, and evaluation of the GEO program across county-wide and regional service areas.
- Ensure program alignment with County Office of Education goals, Local Control and Accountability Plans (LCAPs), and applicable state and federal requirements.
- Develop and monitor program goals, outcomes, and performance metrics to ensure effectiveness and continuous improvement.

Instructional Oversight

- Provide instructional leadership and guidance to GEO program staff to ensure high-quality, equitable educational services.
- Support curriculum development, instructional practices, and assessment strategies aligned with student needs and program objectives.
- Monitor instructional delivery and provide coaching, feedback, and professional support to assigned staff.

Staff Supervision and Support

- Supervise, evaluate, and support certificated and classified staff assigned to the GEO program in accordance with applicable agreements and evaluation standards.
- Coordinate staff assignments, schedules, and workload across multiple sites and regions.
- Identify professional development needs and facilitate training opportunities for program staff.

Compliance and Accountability

- Ensure compliance with all applicable laws, regulations, policies, and collective bargaining agreements.
- Prepare and maintain required reports, documentation, and records related to program operations, staffing, and funding.
- Support audits, reviews, and monitoring activities related to the GEO program.

Collaboration and Partnerships

- Serve as a liaison between the County Office of Education, school districts, regional partners, and community agencies.



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- Participate in regional meetings, committees, and initiatives related to GEO services.
- Support outreach, communication, and coordination to strengthen regional program delivery.

Fiscal and Resource Management

- Assist in the development and monitoring of program budgets and funding sources.
- Ensure effective use of resources to support program sustainability and growth.
- Provide input on staffing, materials, and operational needs.

Other Duties

- Perform related duties as assigned to support the overall mission of the County Office of Education.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:

- Valid California teaching credential is required.
- Master's degree in related field is desired.
- Minimum three (3) years of successful experience in a K-12 teaching environment with more than one grade level or content area.
- Demonstrated experience working with a diverse student population including English language learners is preferred.
- Demonstrated experience planning and facilitating professional development programs for teachers, instructional assistants, and/or administrators.

KNOWLEDGE OF:

- Principles and practices of educational program administration and coordination.
- Instructional strategies, curriculum development, and student support services.
- Applicable state and federal education laws and regulations.
- Current educational research and issues, including effective instructional strategies and research-based "best practices" in focused content areas.
- Effective project management techniques.
- Core curriculum subjects, current California content standards, instructional pedagogy, and instructional applications of technology.
- Professional learning communities, research, and practices; LCAP regulations and processes; CAASPP assessment system implementation and resources.
- Adult learning theories, continuous improvement, and quality professional development theories and practice.
- Collaborative and interagency service models.

ABILITY TO:

- Maintain confidentiality.
- Lead and coordinate complex educational programs across multiple sites and regions.
- Supervise and evaluate staff effectively and support professional growth.
- Communicate clearly and professionally with diverse stakeholders.
- Analyze data, monitor program outcomes, and implement improvements.
- Establish positive working relationships with districts, agencies, and community partners.
- Manage multiple priorities and meet deadlines in a dynamic environment.



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LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation or county-issued vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to sit, stand, and walk for extended periods during meetings, trainings, site visits, and program activities.
- Ability to travel to multiple work sites within the county and region as required by the assignment.
- Ability to use a computer, telephone, and other standard office equipment for extended periods of time.
- Ability to communicate effectively, both orally and in writing, with students, staff, administrators, and external partners.
- Ability to see and read documents, reports, and electronic displays with or without assistive devices.
- Ability to occasionally lift, carry, push, or pull materials weighing up to approximately 25 pounds.
- Ability to perform repetitive hand and finger movements associated with keyboarding and use of technology.

The work environment is primarily an office and school-based setting with occasional exposure to varying noise levels, interruptions, and travel demands typical of county-wide and regional educational programs.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: July 1, 2026

Revised: _____

APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: Noelle DeBortoli