

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **SENIOR DIRECTOR, DISTRICT SUPPORT AND LEADERSHIP TRAINING**

#### **DEFINITION**

Under general direction, to direct, supervise, plan and coordinate activities which support districts' Local Control Accountability Plans (LCAP) within the Educational Services Division; to develop and deliver professional development related to all elements of district plans; directs programs, services, and technical assistance to support the development of high quality LCAPS across the county; to direct leadership training including Tier 2 Administrative Services Clear Credential Program; and to coordinate assigned program, project, grant and contest services and activities with other departments, outside agencies and the general public; to provide responsible and complex staff assistance to the Associate Superintendent of Educational Services.

#### **SUPERVISION EXERCISED**

Exercise direct supervision over professional, technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide administrative and professional leadership and direction for the assigned programs, and projects.

Collaborate with the Associate Superintendent of Educational Services to establish training and support to districts in the writing and implementation of LCAPs.

Collaborate with district and school administrators to establish needs and provide high-level facilitation, professional development and technical assistance to support LCFF implementation and assist in development of high quality LCAPS across the county.

Develop and share effective practices on stakeholder engagement.

Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and projects; identify resource needs; recommend and implement policies and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Direct two-year cohort Tier 2 Administrative Services Credential Program including collaborative planning with other County Offices.

Delivering curriculum for Tier 2 in alignment with accredited program; select and train mentors for participating candidates; coordinate all activities required for candidate certification.

Collaborate with other Santa Cruz COE departments and professional such as Curriculum and Instruction, Fiscal, Technology, Student Services, Special Education, and other related divisions.

Ensure that provided coaching and Differentiating Assistance support are grounded in improvement science.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Works closely with California Department of Education (CDE), California County Superintendents Educational Services Association (CCSESA), and California Collaborative for Excellence in Education (CCEE) to guide the alignment accountability measure and provides technical assistance that will have an impact on student achievement.

Direct, coordinate and review the work plan for assigned programs and projects,

Meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Interpret and explain Santa Cruz County Office of Education policies and procedures.

Provide staff assistance to the Associate Superintendent of Educational Services; prepare and present staff reports and other necessary correspondence; attend County Board of Education meetings as directed to present items for Board action and/or to provide information concerning projects and related activities conducted by and/or located in the Santa Cruz County Office of Education.

Work directly with, and facilitate as necessary, groups of educators, public agency representatives and the general public to plan, implement, evaluate and provide information

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to programs, policies and procedures as appropriate.

Attend and participate in professional and state level meetings; stay abreast of new trends and innovations in the field of educational programs.

Respond to and resolve difficult and sensitive inquiries and complaints.

Prepare information releases and conduct public relations activities relating to programs and services provided by the County Office.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

- Administration of the academic assessment and accountability program.
- State and Federal accountability systems and measures.
- State and Federal legislation and the impact on specific student groups.
- Previously required planning documents such as LEA plans, SPSAs, SARCs, WASCs, etc.
- Changes in funding through the Local Control Funding Formula (LCFF)
- Current information and guidance on LCAP
- Role of County Offices in LCAP
- Stakeholder engagement strategies
- Organizational culture
- Adult Learning Theory and professional development practices, including effective design principals for professional development for adults

##### **Skill and Ability to:**

- Synthesize large amounts of complex information and present it in a simple, coherent manner.
- Adjust presentation style, content, level of specificity, etc., for varying stakeholder groups;
- Collaborate closely and frequently with district administrators and county office managers;
- Communicate effectively and in a timely manner with a wide variety of audiences;
- Teak direction and adjust performance based on input from supervisor.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to the audience
- Manage and coordinate the work of professional and technical personnel.
- Provide administrative and professional leadership and direction for the assigned programs, and projects
- Prepare clear and concise administrative and financial reports.
- Analyze problems; identify alternative solutions; project consequences of proposed actions; and implement recommendation in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Ensure County Office's and school districts' compliance with laws and regulations.
- Effectively direct the provisions of projects and programs in support of the County Office's departments, schools and programs.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

#### **Education:**

Master's Degree preferred.

#### **Experience:**

Four years of increasingly responsible teaching and/or coaching experience in K-12 classrooms

Three or more years as a school-level administrator

Three or more years as a district-level administrator

#### **License or Certificate:**

Valid California Administrative Services Credential; a valid California Teaching Credential.

Possession of, or ability to obtain, an appropriate valid driver's licence.

### **SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date: 6/1/2015**

**Revised: 5/10/2019**