

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR III – DISTRICT & SCHOOL SUPPORT SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Chief Academic Officer, plans, organizes, controls and directs the delivery of services and technical assistance to districts in corrective action by the State Board of Education; develops and implements performance criteria for programs, projects, and services for the District/School Improvement Support Services; serves as the Regional Lead for the oversight of the Regional System of District/School Support (RSDSS) goals according to the Regional Grant Application for Region 5 counties; serves as the liaison and represents the Santa Clara County Office of Education at school and district improvement reform meetings; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plans, organizes, controls and directs the delivery of services and technical assistance to districts in corrective action by the State Board of Education; serves as the District Assistance and Intervention Team (DAIT) Lead; conducts comprehensive needs assessment, interviews and analyzes district-wide data, including human resources and fiscal solvency to generate a Report of Findings and DAIT recommendations.

Develops and implements performance criteria for programs, projects, and services for District/School Improvement Support Services; provides research-based programs, practices and strategies for the development and delivery of presentations at regional, County, district and school levels; oversees and develops needs assessment processes to identify specific needs for districts, schools and students; supervises and oversees staff development groups of professional and support staff;

Plans, organizes, controls and directs the delivery of services and activities of the District/School Support Services department; provides leadership, support, and direct services to school districts focused on improving academic performance of students; establishes collaborative relationships with schools and districts.

Serves as the Regional Lead for the oversight of the Regional System of District/School Support (RSDSS) goals according to the Regional Grant Application for local Counties; develops, submits and implements the Regional Grant Application.

Supervises the work of the DAIT team of administrators serving as principal liaisons; coordinates DAIT professional development and other technical assistance needs; prepares and delivers initial reports, quarterly reports and end of the year reports to the Superintendent and local Board of Education as required.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Provides technical expertise, information and assistance to the Chief Academic Officer regarding

District/School Improvement Support Services and Regional System of District/School Support (RSDSS); assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; develops and distributes information related to school improvement, administrative leadership and staff development.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provides consultation and technical assistance to priority districts and site visitations.

Develops and prepares the annual preliminary budget for the District and School Support Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of the SCCOE district and support services.
- Methods and procedures utilized in the develop and implement of performance criteria for programs, projects, and services for the District/School Improvement Support Services.
- National research-based educational programs and instructional strategies, specifically for low-performing schools.
- Forecast trends and implementation long-term planning for the division.
- Determine types of curriculum and staff development services to provide to districts.
- Oversee staff development programs for professional development and support staff.
- Collect/analyze data and reports and make Program decisions.
- Supervise and coordinate support services to low performing schools.
- Review reports based on State and federal legislation and regulations.
- Budget preparation and control.
- Oral and written communication and public speaking skills.
- Principles and practices of administration, supervision and training.
- Applicable State and federal laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Develop and implement performance criteria for programs, projects, and services for the District/School Improvement Support Services.
- Serve as Regional Lead for oversight of the Regional System of District/School Support (RSDSS).
- Direct and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and five (5) years increasingly responsible experience in the administration of instructional technology, professional staff development, instructional leadership and curriculum development at a site or district level.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Elementary or Secondary Teaching Credential
- Valid California Administrative Services Credential
- Valid California driver's license

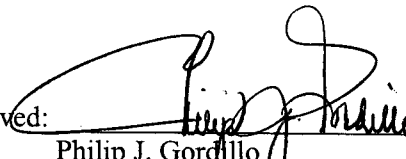
**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials

Approved:  \_\_\_\_\_ 7/01/2011 \_\_\_\_\_  
Philip J. Gordillo Date  
Executive Director of Human Resources