

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III, INNOVATION AND SUPPORT

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control and direct Student Programs and Educational Services operations and activities related to research, innovative program planning, assessment and accountability, State mandated and GED testing, teacher support programs, mandatory California Department of Education (/CDE) reports, inter district transfer and expulsion appeals, and Student Programs and District support related to categorical programs, federal program monitoring, and child welfare and attendance issues; coordinate and direct communications, information, personnel, and resources to meet Division and District needs to enhance student programs and achievement; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Essential Duties:

Research funding and resource availability, and develop short and long-term strategies to access increased funding for Contra Costa County Office of Education (CCCOE) programs and initiatives, in collaboration with program directors and managers.

Analyze research data, legislative initiatives, and trends in education, in order to translate implications and limitations, and to anticipate and plan for innovative programs and services to meet the academic needs of students enrolled in CCCOE student program and/or districts, and/or potential students who are not currently engaged in any school program.

Support the development and implementation of an LEA accountability plan, which sets annual goals and describes how the agency will use available resources to increase the academic achievement of students served; provide support to school districts regarding the development of their accountability plans; coordinate the development of CCCOE Student Programs' site plans, and advise administrators concerning related requirements, and monitor plan implementation in collaboration with program directors and principals .

Provide ongoing categorical program information, support, and technical assistance to COE Student Programs and Districts; attend relevant meetings and disseminate pertinent information to district categorical directors; serve as the CAIS County Lead to assist with fiscal monitoring and the development of policies, procedures, and internal controls for program and fiscal accountability.

Prepare, process and submit the CCCOE Consolidated Application for categorical funding; ensure legal compliance and document and submit entitlement, student enrollment and budgetary data and information to the CDE; assure mandated reports are submitted to CDE in accordance with established time lines and requirements; provide information, technical assistance, and support to districts related to their submission of the Consolidated Application.

Plan, organize, control and direct Student Program operations and activities related to State-mandated testing; coordinate and implement testing schedules; distribute, collect, inventory and prepare tests for scoring; compile, assemble and disseminate test results; provide on-site staff training regarding test administration and security, and develop and disseminate test protocols and coordinator and examiner responsibilities.

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Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislation related to State-mandated testing and compliance; direct and participate in the research, assembly, compiling, verification and analysis of a variety of technical and statistical data and information related to State-mandated testing.

Direct and coordinate the dissemination of information related to the GED; oversee the administration of all GED tests; coordinate and implement testing schedules; prepare and monitor all related contracts and test material orders.

Develop, maintain and process a variety of data, records and reports related to CBEDS, accountability and compliance, in collaboration with Student Program Directors and principals.

Plan, organize and co-facilitate a county-wide collaborative dealing with issues related to child welfare and attendance; disseminate pertinent information related to school attendance to all Student Program administrators and District CWA Coordinators.

Plan, organize, and direct teacher support programs for the County Office including, Beginning Teacher Support and Assessment (BTSA), Peer Assistance and Review (PAR), and New Assignment Mentor Support (NAMS); coordinate the PAR referral process and chair the PAR Committee; recruit, oversee and assign consulting teachers and mentors to appropriate faculty; plan and facilitate all related teacher support meetings.

Develop and monitor the annual budgets appropriate to assigned responsibilities; compile, analyze and review budgetary and financial data; review and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Associate Superintendent regarding assigned programs, functions and services and related needs, issues and activities; assist in formulating and developing related policies, procedures and programs.

Coordinate the preparation, development and implementation of the annual School Accountability Report Cards (SARCs); advise administrators concerning changes regarding reporting requirements.

Support the Associate Superintendent in the coordination of all activities related to inter district transfer and expulsion appeals; facilitate communication with parents and districts related to appeals; maintain current policies and procedures related to appeals; facilitate appeal hearings at board meetings.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; prepare and deliver oral presentations concerning State-mandated testing, compliance, teacher support, CDE reporting functions, and other assigned responsibilities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Student Programs and Educational Services operations and activities related to State-mandated testing, student program compliance, teacher support and CDE reporting.

Curriculum standards, interpretation and application in student programs.

Local, State and federal standards and requirements governing student programs, categorical programs, mandated reporting, and assessment.

Compilation, assembly and preparation of State-mandated reports.

Practices and procedures involved in the development and implementation of mandated testing.

Instructional techniques and strategies related to student programs.

County Office organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct Student Programs and Educational Services operations and activities related to State-mandated testing, student program compliance, teacher support and CDE reporting.

Coordinate and direct communications, information and resources to meet Division needs and enhance student learning and achievement.

Supervise and evaluate the performance of assigned personnel.

Report the results and direct the development and implementation of State-mandated tests.

Provide consultation concerning State-mandated testing, compliance, teacher support, student programs, CDE reporting activities and related standards and requirements.

Administer teacher support programs for the County Office, including BTSA, PAR and NAMS.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, 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 time lines.

Prepare and deliver oral presentations.

Work independently with little direction.

Plan and organize work.

Prepare, develop, maintain and process a verity of State-mandated data, records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years of administrative experience working with student programs, educational services and related programs.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.