

JOB DESCRIPTION

San Diego Office of Education

Director, Teacher Effectiveness

Purpose Statement:

The job of Director, Teacher Effectiveness is responsible to provide oversight and direction in the areas of teacher recruitment, Teacher Induction, Added Authorizations in Special Education, and other teacher effectiveness, and teacher credentialing programs for San Diego County Office of Education; and serving as a resource; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and meeting state and federal laws.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions:

- Oversees and manages the implementation of all TEP programs and services.
- Collaborates with SDCOE credentialing staff as appropriate.
- Collaborates with district and state partners to address issues in recruitment and retention including recruitment activities, examination preparation, and collaboration with IHEs.
- Plans and facilitates regional collaboration meetings.
- Writes grant proposals related to teacher effectiveness, teacher recruitment, and other teacher quality initiatives.
- Collects and analyzes evidence, writes required reports, and ensures all monitoring and reporting activities are completed in a timely fashion for the accreditation process.
- Creates, monitors, and maintains courses on the learning management system (LMS) for teacher effectiveness credentialing and certificate programs.
- Collaborates with the executive director to develop, implement, and maintain a strategic vision for teacher recruitment and teacher effectiveness activities for the San Diego County Office of Education.
- Administers a wide variety of personnel policies and employment agreements (e.g. Teacher induction orientation, labor and employment contracts, credentials, etc.) for the purpose of conforming to County Office policies, relevant laws, contracts and agreements.
- Collaborates with internal and external personnel (e.g. other school districts administrators, teachers, superintendents, and assistant superintendents, charter school leadership, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Evaluates employees (e.g. coordinators and program specialist, etc.) for the purpose of providing feedback, growth goals, and evaluation of the work performance.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the

purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

- Investigates compliance issues with teacher credentials (e.g. helping districts that are not in compliance with teachers in the correct subject matter/grade level, etc.) for the purpose of reaching resolutions that provide workshops/on-line classes for recertification and meeting state and federal guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. all annual program budgets, state/federal income budgets, six budgets, etc.) for the purpose of ensuring that allocations are accurate; revenues are recorded; expenses are within budgeted limits and/or fiscal practices are followed.
- Oversees a wide variety of interactions with agencies and boards (e.g. Advisory Boards, Grants, CDE, CTC, etc.) for the purpose of ensuring information regarding compliance with regulatory requirements are met.
- Participates in meetings, workshops, job fairs and seminars for the purpose of promoting and marketing programs and conveying and gathering information regarding a wide variety of subjects in order to carry out administrative responsibilities.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of identifying the projects impacting districts practices and changes that will affect teachers and improve their effectiveness.
- Serves as liaison for state agencies and school districts (e.g. Colleges and Universities, CDE Advisory, CTC, CDE Title II Office-ESSA Compliance, etc.) for the purpose of ensuring documentation of personnel credentials processes are in compliance established requirements and serving as a resource and an advocate for local district leadership and staff.
- Analyzes and stays current and informed regarding state and federal education related legislation, state credentialing policy, grant opportunities, and other emerging issues related to teacher effectiveness.
- Performs personnel administrative functions (e.g. teacher evaluation, staffing projections, work plans, hiring staff, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

School district organization;

California Standards for the Teaching Profession, Induction Program Standards, Formative

Director, Teacher Effectiveness

Page 2 of 4

Assessment for California Teachers (FACT), Designated Subjects Program Standards, Special Education Program Standards, Added Authorizations for Special Education Standards, Common Core State Standards;
Program assessment and accountability activities related to the CCTC accreditation process;
Adult learning theory;
Credentialing structures;
Online learning and facilitation skills;
Accounting/bookkeeping principles;
Practices of personnel administration;
Practicing cultural competency while working collaboratively with diverse groups and individuals;
Principles of negotiation/arbitration.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Schedule a number of activities, meetings, and/or events;
Deliver professional development in an array of areas including formative assessment, coaching/mentoring, California Standards for the Teaching Profession;
Read and interpret related legislation;
Advocate for teacher effectiveness and innovative use of technology in instruction;
Define clear goals and strategies for projects;
Evaluate progress toward project achievement;
Plan and manage multiple projects simultaneously;
Communicate effectively both orally and in writing;
Establish effective working relationships with SDCOE staff, school district personnel, state agency staff, students and the public;
Develop and lead cohesive teams;
Utilize current and emerging trends in educational technology;
Meet deadlines and schedules;
Work as part of a team;
Maintaining confidentiality;
Set and manage competing priorities;
Work with detailed information/data.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Master's degree in education, educational leadership, or related field; and

Experience: Five (5) years of successful teaching experience, with additional mentoring and site and/or district administrative experience, and experience conducting, coordinating professional development activities for teacher credentialing programs, and working effectively with teachers and administrators; or

Equivalency: A combination of education and experience equivalent to a Master's degree in education, educational leadership, or related field and five (5) years of successful teaching experience, with additional mentoring and site and/or district administrative experience, and experience conducting, coordinating professional development activities for teacher credentialing programs, and working effectively with teachers and administrators

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential
Valid Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 050

Approval Date: 11/2018

Approved by: Human Resources Services

Revised: 12/22