

DIRECTOR, LEADERSHIP SUPPORT SERVICES

Basic function

Under the direction of the Associate Superintendent, Curriculum and Instruction, plan, organize, implement, evaluate, and continuously improve services and programs for current and emerging educational leaders and administrators through the Clear Administrative Services Credential Program (CASC) or the Preliminary Administrative Services Credential Program (PASC). Provide leadership in the areas of research, development, policy, planning, technical assistance, training and accreditation.

Supervision

Directly responsible to the Associate Superintendent, Curriculum and Instruction.

Representative duties

- Design, deliver and evaluate high quality, engaging professional development sessions for site and district administrators and teacher leaders. Provide coaching, technical assistance and support to districts and schools. Support districts in developing comprehensive professional development programs, site improvement plans, and Local Control and Accountability Plans.
- Provide leadership and vision to plan, organize and implement high quality Administrative Services Credential Programs that meet standards of quality and effectiveness and the needs of local districts and schools. Monitor and evaluate programs to maintain accreditation, ensure compliance with changing policies, and reflect research-affirmed practice.
- Supervise and coordinate and continuously evaluate all components of the PASC program or the CASC program including budget, scheduling, supervision of staff, coordination of instructors and speakers, accreditation, and management of the online learning environment.
- Recruit, interview, and qualify candidates for the PASC program. Hire, train and assign fieldwork supervisors to work with each candidate. Confer with Associate Superintendent to organize instructors and guest speakers. Provide support and coherence for curriculum and content of courses, field work and performance assessment. Administer and maintain the online classroom environment.
- Direct multiple cohorts of the coaching-based CASC program. Work with local district leadership to identify and recruit administrative candidates and coaches. Provide professional development in the blended coaching model. Support and monitor candidates' progress and completion of their performance assessment portfolio. Convene and conduct the performance assessment review panels for all cohorts. Provide direction, monitoring and support for satellite programs in other counties; coordinate credentialing and other processes.
- Serve on state and regional committees, advisory boards, and work groups to provide for advanced degrees and continuing education units, and to support ongoing program development. Develop and maintain partnerships with institutes of higher education, local school districts and regional county offices of education.
- Serve as a liaison with the California Commission on Teacher Credentialing (CCTC);

DIRECTOR, LEADERSHIP SUPPORT SERVICES

maintain current knowledge of CCTC regulations, policy, and required accreditation activities. Establish effective communication systems to ensure that all credential programs, SBCEO departments, and school districts receive timely information regarding candidates and programs. Collaborate with SBCEO Human Resources department to develop reliable efficient practices relative to credentialing support. Maintain database of candidate records.

- Lead the annual accreditation activities including recruiting and convening an advisory board, updating policies and handbooks, aligning syllabi and standards, and maintaining accreditation website.
- Examine research and theory on high performing schools and districts. Continuously connect research, policy, curriculum, practice, data, and program design. Demonstrate a commitment to equity, understanding of adult learning theory, and culturally-responsive practice in all programs and professional development. Remain current with innovations, research, trends, and publications to inform high quality programs.
- Support the continuous improvement process by providing district and charter school leaders coaching and technical assistance with LCAP and state and federal accountability plans. Serve on technical assistance teams to plan and provide differentiated systems support to qualifying districts.
- Coordinate leadership coaching and provide leadership coaching through 21CSLA and at the request of superintendents, oversee 21CSLA grant activities.
- Collaborate with other Curriculum and Instruction Division managers to support programs, initiatives, and professional development.
- Attend meetings; prepare and present reports as requested. Initiate, collect and analyze relevant data to serve our schools and districts.
- Perform other duties as assigned.

Qualifications

Knowledge of:

K-12 curriculum and public school environments.

Various coaching stances such as Cognitive Coaching®, Blended Coaching, and Instructional Coaching.

California Professional Standards for Educational Leaders (CPSEL) and the California Administrator Performance Expectations (CAPE) and California Administrator Content Expectations (CACE).

Credential requirements and CCTC processes.

All applicable Education Code for site and district leaders.

Ability to:

Provide effective leadership.

Analyze, plan, coordinate and evaluate multifaceted programs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

Plan and organize work.

Operate modern office equipment including a computer and applicable software.

Work independently with little direction.

Education and Experience

Five years successful site and/or LEA administrator experience. Significant experience creating and leading professional development; engaging presentation skills and excellent communication

DIRECTOR, LEADERSHIP SUPPORT SERVICES

and group facilitation skills. Administrative experience in at least two contexts (school site, district office, county office) desired. Master's degree required. Doctorate desired.

Licenses and Certificates

Valid California Administrative Services Credential

Valid California driver's license

Working Conditions

Office environment

Driving a vehicle to conduct work

Minimal exposure to unpleasant and/or hazardous working conditions

Physical Demands

Ordinary ambulatory skills to travel to outside offices and locations.

Sufficient visual acuity to recognize words and numbers.

Near-visual acuity to read written materials and computer screens.

Sufficient auditory and oral skills to carry on conversations in person and over the phone.

Ability to project voice to a large audience.

Sufficient hand-arm-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device.