



Job Description

POSITION TITLE: Director I, #6159
Continuous Improvement and Support
Educational Services

SALARY PLACEMENT: Senior Management Salary Schedule
Range 1

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master’s Degree, valid California Teaching Credential, and an Administrative Services Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of classroom teaching experience and three years of school site educational administration experience. Expertise in providing staff development activities designed to increase knowledge in the latest research-based district/school improvement strategies and resources. Previous experience in increasing proficiency and student achievement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Remain current on research-based, effective instructional practices. Develop intervention tools that support evidence-based instructional practices proven effective in multiple schools and districts. Develop, organize, support, deliver and evaluate professional learning strategies and services for districts and schools in need of differentiated assistance to improve student achievement. Direct the work of the continuous improvement and support team.

DISTINGUISHING CHARACTERISTICS:

The Director I series represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the Director of Continuous Improvement and Support will engage District/School Leadership Teams in professional learning activities designed to increase their knowledge in the latest research-based district and school improvement strategies. Develop professional learning to address the critical issues facing districts as they work to meet or exceed the requirements of the Every Student Succeeds Act (ESSA) and state accountability systems. Coordinate training and technical assistance opportunities that focus districts/schools to use evidence-based instructional and leadership practices, supported by and effective instructional leader, in a strong, collegial school culture; assist districts/schools to become better users of data to more efficiently target evidence-based intervention programs and improvement strategies with a multi-tiered system of support; assist districts/schools to develop their district/school leadership teams to support high priority schools.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. Research, develop, facilitate, and evaluate professional learning that is responsive to districts/school needs and incorporate current research and evidence-based practices.
15. Guide districts to establish and implement effective district/school leadership teams, gather and analyze data, use data to establish school and district priorities, establish and implement local monitoring systems.
16. Improve instructional practices, and disseminate information through multiple delivery systems. Provide various levels of technical assistance on how to use data to identify needs and priorities, use of school plan to improve instruction, provide guidance on district activities to improve site-level support.
17. Align Continuous Improvement and Support work with COE, and CDE initiatives and other approaches.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.