

DIRECTOR, LEADERSHIP AND ADMINISTRATOR DEVELOPMENT

DEFINITION

Under the direction of the Executive Director, Teacher and Administrator Development, develop, continuously improve, and sustain two California Commission on Teacher Credentialing CCTC accredited credential programs (Preliminary Administrative Services Credential and Clear Administrative Services Credential). The Director will coordinate and oversee the coaching-based Credential induction program for administrators (CASC) that is grounded in the California Professional Standards for Educational Leaders (CPSELs) and support the Preliminary Administrative Service Credential Program (PASC). Programs must adhere to the program standards and common standards as outlined by the Commission on Teacher Credentialing. Develop, seek funding and staff additional credential programs to serve the needs of San Mateo County educators. In alignment with SMCOE strategic plan, design and share research and data tools for understanding and dismantling barriers to administrator retention and create opportunities for administrative collaboration to work towards improving the quality of teaching and learning and wellness for all students. Create opportunities with site administrators in creating and sustaining systems to support inclusive practices.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Teacher and Administrator Development. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating business and payroll services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing fiscal policies and procedures for assigned programs and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Direct and oversee the coaching-based Credential induction program for administrators (CASC).
- Serve as an advisor to PASC program and facilitate courses as needed.
- Serve as regional representative to CISC (Curriculum and Instruction Steering Committee) Statewide Teacher Development Sub-Committee.
- Implement and Monitor data collection, in compliance with Commission on Teacher Credentialing and Commission on Accreditation requirements for Clear Administrative Service Credential program.
- Design and deliver program content via in person and online courses for administrative credential programs (design content, instruct, assess and provide feedback to program participants).
- Coach site or district administrators and advise aspiring administrators.
- Lead the use and development of a suite of online learning offerings via Canvas, online learning platform. Provide course set-up and technical support to all programs at SMCOE using Canvas (online learning platform).
- Support fully a commitment to equity-centered schools and classrooms, through the promotion of effective practices demonstrated to eliminate the opportunity and achievement gap for students (Black Indigenous Students of Color, Multilingual Learners, students in low socio-economic status, students with disabilities, etc.).
- Establish systems for ongoing monitoring of program content, feedback from participants and monitoring of program data.
- Seek new opportunities, including funding, to develop additional CCTC CASC program to serve the needs of San Mateo County educators.
- Attend regional and statewide meetings related to the administrative credential programs.
- Collect and analyze data on administrator retention.
- Create and facilitate Site Principal Impact Network (SPIN) community of practice for administrator in San Mateo County.
- Collaborate with SMCOE departments, including SELPA to support site leadership teams with System-Wide Inclusive Cultures, Policies, and Practices.
- Other duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Master's degree or equivalent from an accredited college or university in education or related field; and

Experience:

- Five or more years of teaching experience at the K-12 level.
- Five or more years as a site administrator, including experience as a Principal.

Licenses and Certifications:

- Valid Clear Administrative Services Credential
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation.

Knowledge of:

- Professional Standards for Teachers and Administrators and CCTC Program Standards.
- Elements of an effective preliminary administrative credential program and administrator clear credential program.
- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence.
- Principles and practices of project management, including planning, evaluation, timelines and budget.
- Available local, regional and state resources, and applicable State laws and requirements.
- Systems thinking, change management frameworks, and tools for complex adaptive systems.
- Coaching models and methods.

Ability to:

- Coach, mentor and support site and district administrators.
- Provide consultation and technical expertise for related work.
- Build and maintain collaborative relationships with diverse individuals and groups.
- Analyze situations accurately and adopt an effective course of action.
- School level leadership and management for change.
- Demonstrate tact, patience and courtesy at all times.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, and cold and/or hot temperatures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.