

Solano County

Office of Education

JOB TITLE: Director, District and School Support

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides technical assistance and contributes to local, regional and statewide efforts to improve student achievement and is responsive to district and county office educators. Responsibilities include providing direct technical assistance to districts for LCAP and other initiatives. Will develop and promote new services and programs, build leadership capacity, provide professional learning resources and training, and assist with curriculum, instruction, assessment, student performance data collection and analysis, and technology.

#### JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree and California Teaching Credential required, Master's degree preferred
- Administrative Services Credential required
- Five years successful K-12 administrative experience
- Evidence of school, district or county office of education leadership in educational programs
- Knowledge of the following:
  - LCAP contents, processes, requirements, and implementation
  - Principles of leadership, collaboration, and support
  - Effective professional learning models and strategies
  - Effective presentation and facilitation methods and organization
  - Student achievement monitoring systems

## ESSENTIAL DUTIES

- Provide technical assistance to districts related to LCAP and the most recent laws regarding accountability and assessment.
- Initiate programs and services that support building leadership capacity
- Support district efforts to evaluate program effectiveness
- Develop and sustain professional learning programs, the content of which are aligned with adopted state standards, and are consistent with the most recent laws regarding accountability and assessment, including LCAP
- Provide technical assistance to districts with curriculum, instruction, assessment/SBAC, technology and collection, and analysis and presentation of data to stakeholders
- Provides leadership as an integral member of the Educational Services Team
- Serves as a member of the Management Advisory Council
- Serves as a member of the Curriculum Council
- Leads and coordinates the Solano County LCFF/LCAP Collaborative
- Build, expand, and maintain professional relationships with district, region, and state agencies to promote student achievement.

## ADDITIONAL DUTIES

- May provide coaching and mentoring
- May facilitate professional learning partnerships
- May supervise assigned staff
- May facilitate contracts with districts for SCOE to provide further training and assistance

- May engage in grant writing

## SUPERVISION EXERCISED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.

This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

## PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)                      Walking (15%)                      Sitting (70%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (2)                      Bending (3)

Pushing and/or                      Reaching                      Kneeling or

Pulling Loads (1)                      Overhead (2)                      Squatting (3)

Climbing Stairs (2)                      Climbing Ladders (0)