

Solano County  
Office of Education

JOB TITLE: Director, Student and Program Support

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides technical assistance and instructional support to SCOE programs in areas related to planning, achievement, assessment, and evaluation of programs for at-risk youth including the LCAP and other initiatives. Provides coordination and technical assistance to districts/schools in areas related to instructional and behavioral support systems for at-risk youth including foster and homeless youth and crossover youth. Will develop and promote new services and programs, provide professional learning resources and training, and assist with community partnership activities related to prevention and early intervention strategies, positive behavior intervention supports, and social-emotional support systems. Serves as back-up administrator for SCOE school sites as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree and California Teaching Credential required, Master's degree
- 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 and understanding 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
  - Positive Behavior Intervention Support Systems
  - Juvenile courts, probation, child welfare services, mental health, and the school systems.

ESSENTIAL DUTIES

- Provides leadership in the development, implementation, monitoring, and technical assistance to SCOE programs related to the LCAP.

- Assists SCOE programs with assessing, planning, and evaluating programs and instruction related to at-risk youth including foster and homeless youth and crossover youth
- As appropriate, may attend and play an active role on a district's or a partner agency's multi-disciplinary team.
- Responsible for personnel management, developing program goals, preparing and maintaining budgets, exercising proper budgetary control measures, and evaluating program based supplemental services for at-risk students.
- Prepares comprehensive narratives, statistical and program reports, oral presentations, as well as, maintain files in a confidential manner.
- Writes and secures grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs.
- Establishes and maintains clear communication and cooperative working relationships with staff, clients, other agencies, and regional and state administrators.
- Plans, organizes, coordinates, and facilitates professional development workshops, trainings, and presentations to teachers, administrators, or other agencies and business representatives.
- Establishes and coordinates monthly county-wide meetings with representatives from the schools districts, for the purpose of collaborating on best practices for serving at-risk youth.
- Develops a comprehensive county-wide approach to providing the necessary support to youth to re-enter the education setting.
- Facilitates and coordinates training relative to foster, homeless, and crossover youth legislation and service requirements.
- Facilitates and coordinates community outreach workshops for the purpose of promoting services for at-risk youth and families including but not limited to foster and homeless youth, crossover youth, and parent engagement activities.
- Provides districts with technical assistance in the development and implementation of intervention strategies for at-risk students, including socio-economically disadvantaged students, foster and homeless youth.
- Serves as a member of CAT for the Solano County Office of Education.
- Performs other duties as assigned.

## ADDITIONAL DUTIES

- May provide site management and support of a SCOE school site as assigned.
- May serve as back-up administrator in charge of Juvenile Court and Community School programs

## SUPERVISION RECEIVED

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

## SUPERVISION EXERCISED

Employees in this classification direct, coordinate, supervise, and formally evaluate the work of departmental personnel.

## PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)                      Walking (25%)                      Sitting (60%)

Body Movement (Frequency):

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

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

Pushing and/or  
Pulling Loads (1)                      Reaching  
Overhead (1)                      Kneeling or  
Squatting (1)

Climbing Stairs (2)                      Climbing Ladders (1)