

Solano County
Office of Education

JOB TITLE: Program Manager of Learning Support Systems

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides technical assistance and instructional support to SCOE and District programs in areas related to student achievement, assessment and direct program supervision. Serves as the main instructional trainer or coach for assigned district programs. Serves as the lead for all Early Learning initiatives. Plans, organizes and implements long and short term programs and activities designed to improve instruction and increase academic achievement of TK-12 students in Solano County, related to federal, state, and district initiatives.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree and California Teaching Credential required, Master's degree preferred.
- Experience as an instructional leader at a school site. A California Administrative Credential
- Three years of instructional leadership, curriculum and instruction professional development and/or instructional coaching.
- Evidence of school, district or county office of education leadership in educational programs.
- Knowledge of the following:
 - Principles of leadership, collaboration, and support
 - Effective professional learning models and strategies
 - Effective presentation and facilitation methods and organization

ESSENTIAL DUTIES

- Build, expand, and maintain professional relationships with districts, partners, region, and state agencies to enhance early learning and the TK-12 systems.
- Coordinates county wide early learning professional development workshops and training sessions with partner, district, and regional staff.
- Leads and coordinates the county wide Solano County Early Learning Network and the county wide TK Collaborative.

- Plans, organizes, and implements the delivery of district support for the implementation of the California Common Core State Standards and Assessment TK-12.
- Participates as a member of various district level teams to deliver services to districts and schools in areas related to school improvement.
- Provides technical expertise, information, and assistance including data analysis for the purpose of compiling reports on qualitative and quantitative trend analysis of student achievement
- Establishes and maintains clear communication and cooperative working relationships with staff, clients, other agencies, and regional and state administrators.
- Maintains professional competencies in areas of assigned responsibilities.
- Provides leadership as an integral member of the Educational Services Team.
- Plans goals which support and are consistent with the goals of the Superintendent and the County Office.
- Seeks out opportunities for additional resources including writing grants.
- Serves as a member of the Management Advisory Council.
- Serves as a member of the Curriculum Council.

ADDITIONAL DUTIES

- May facilitate contracts with districts for SCOE to provide further training and assistance.
- May represent the County Office of Education at agency meetings.

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
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)