

## SACRAMENTO COUNTY OFFICE OF EDUCATION

### **CLASSIFICATION TITLE: Director I, California Preschool Instructional Network (CPIN)**

#### DEFINITION

Under general direction of the Instructional Support Services Division in collaboration with the Child Development Division (CDD) and the Special Education Division (SED) of the California Department of Education (CDE), and the School Readiness Advisory Committee of the Curriculum and Instruction Steering Committee (CISC), provides overall leadership, administration, and coordination of the California Preschool Instructional Network (CPIN) including professional development for teachers and administrators consisting of research, information, resources, and best practices focused on school readiness and transition to kindergarten; performs other related duties as assigned.

#### DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Instructional Support Services

#### SUPERVISION OVER

Professional, clerical, and technical personnel as assigned

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### Statewide CPIN

Coordinates and facilitates the statewide CPIN, providing current information and research, resources, sharing of best practices and responding to community needs; designs and implements a results-based statewide work plan; facilitates network meetings focusing on language and literacy/mathematics; participates in and contributes to state level activities as related to the CPIN; attends statewide professional development meetings and activities as needed; documents state practices to inform public policy; measures and monitors results of state activities by participating in the development of an evaluation system that includes data collection methods to measure results; participates in the development of information and systems to establish communications to networks; organizes and facilitates Executive and Advisory Committee meetings, represents CPIN at other meetings and conferences as necessary; collects evaluation data and analyzes quarterly progress reports from regions; submits reports based on the state work/evaluation plan; coordinates collection and submission of all reports to CDE; acts as communication link between CPIN, county offices of education, California County Superintendents Educational Services Association (CCSESA) regions, CDE, and other organizations as appropriate.

#### Training and Technical Assistance

Identify areas of needed professional development and coordinate programs designed for the CPIN, consisting of Regional, Early Childhood Special Education, and English Learner leads; identifies and employs experts/specialists to provide expertise in professional development; organizes and/or facilitates statewide technical assistance based upon standards and expectations which may include site visits; provides and facilitates professional development for teachers and administrators that is articulated with the K-12 content standards and school/district programs, is consistent with statewide standards and expectations, demonstrates integration of child development with developmentally appropriate learning in pre-K content areas, and demonstrates integration of early childhood assessment and evaluation and curriculum-embedded assessment; provides leadership, support and resources to networks; facilitates communication among program practitioners, and informs program practitioners of available resources, events and opportunities within the state.

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

Possession of a valid California credential based on a Bachelor's degree in education or related field; administrative services credential and advanced degree desirable; successful site, district, and/or state experience in the development, administration, and monitoring of curriculum and instructional programs with specific experience in state early childhood school readiness programs and initiatives; progressively responsible experience in providing professional development for teachers and administrators.

### Knowledge of:

State early childhood school readiness programs and initiatives including program characteristics, funding sources, populations served, staff development priorities, and research-based practices; goals of pre-K and K-12 content standards, curricula, instructional programs and Desired Results System; characteristics of quality early childhood/school readiness programs; statewide resources available to programs; strategies for coaching and mentoring, developing and maintaining peer support networks, and disseminating research-based curriculum/instructional programs.

### Skill and Ability to:

Design and implement a results-based regional work plan; establish and maintain a statewide network system; provide leadership and support to regional networks; organize and facilitate statewide technical assistance; provide and facilitate professional development programs; develop evaluation systems; communicate effectively in both oral and written forms; work cooperatively and effectively with individuals and groups; ability to select, train and supervise staff; ability to effectively transmit knowledge and skills to others; skill to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs towards achievement.

### Other Characteristics:

Possession of valid California driver's license and willingness to travel as needed.

Approved 3/2006