

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director I, School and District Prevention and Intervention

DEFINITION

Under general direction coordinates intervention and prevention services; plans and manages programs and services that support school and district improvement including: professional development for administrators and teachers, School Assistance and Intervention Team (SAIT) and school support teams, technical assistance for identified schools to support school and district improvement efforts; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director III, K-12 Curriculum and Intervention

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.)

Works with the Curriculum and Intervention Director, the RSDSS Director and schools and districts to develop coherent and cohesive site and district academic improvement plans; plans, organizes and coordinates professional development for teachers and administrators for low-performing schools; assists schools and districts in implementing the nine essential components; assists identified schools in developing coordinated schoolwide planning; organizes and implements a systemic and sustained approach to professional development; assists districts, site leadership teams and classroom teachers to implement research-based school improvement practices; assists districts and schools to implement California State Board adopted content standards across the system; provides technical assistance and support to educational staff at identified sites; establishes and maintains clear communication and cooperative working relationships with clients, staff and other agencies; prepares reports; maintains program files and record keeping systems; monitors budgets and expenditures as requested.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Possession of a valid California teaching credential based on a Bachelor's degree in education or related field and student teaching; possession of a valid California administrative credential and successful leadership experience in the administration, and monitoring of curriculum and instructional programs; experience in providing professional development for educators.

Knowledge, Skills, and Abilities Knowledge, skills, and ability to plan, develop, implement and evaluate curriculum and instructional services and professional development strategies; knowledge of content standards related to language arts and mathematics; ability to prepare, monitor and maintain budgets; knowledge and ability to advise and coach school districts with curriculum and implementation, progress monitoring, and school site leadership; interpersonal skills to work cooperatively and effectively with individuals and groups; 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; knowledge of the problems faced by low-achieving schools; knowledge of state and local agencies and organizations participating in school reform.

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