

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director I, Quality Education Investment Act (QEIA) Technical Assistance Center

DEFINITION

Under general direction, coordinates QEIA Technical Assistance Center services and plans and manages professional development and technical assistance programs and services that 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 Curriculum and Intervention Department management team to provide support and technical assistance to the QEIA schools and districts in California County Superintendents Educational Services Association (CCSESA) Regions 1 through 7; provides support to QEIA schools and districts to synthesize the requirements of QEIA with the requirements of High Priority Schools, Program Improvement and other state and federal programs; coordinates with partners from other counties to provide services for the QEIA Technical Assistance Center and to develop a master plan for technical assistance; provides and designs a comprehensive professional development plan around the QEIA requirements and the nine essential components supporting academic student achievement; designs the content for the QEIA Web site and QEIA Webcasts; provides phone and email support to QEIA schools and districts; convenes and supports the implementation of the QEIA Advisory Committee; designs and implements instruments to collect data for the evaluation of the QEIA program; communicates and collaborates on a regular basis with the Southern QEIA Center; establishes and maintains clear and cooperative working relationships with clients, staff and other agencies; prepares reports; maintains program files and record keeping systems; monitors budgets and expenditures as required.

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 of the Quality Education and Investment Act; state and federal programs related to low performing schools; curriculum and professional development strategies; content standards related to language arts and mathematics; the problems faced by low-achieving schools; state and local agencies and organizations participating in school reform; budget preparation and control; skill and ability to plan, develop, implement and evaluate curriculum and instructional services and professional development strategies; prepare, monitor and maintain budgets; advise and coach school districts with curriculum and implementation, progress monitoring, and school site leadership; develop and maintain positive cooperative working relationships with individuals and groups; effectively transmit knowledge and skills to others; develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs towards achievement.

Other Characteristics

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

Approved: 9/2007