

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director II, Technical Assistance to Low Performing Schools and Districts

DEFINITION

Under general direction, coordinates, and manages technical assistance and professional development activities for Title I, Program Improvement, schools and districts in the Capital Region; coordinates services with the Quality Education Investment Act (QEIA) and High Priority Schools program; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director III, K-12 Curriculum and Intervention

SUPERVISION OVER

Professional, technical, and clerical 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.)

Assists districts and schools to effectively implement the requirements of No Child Left Behind; manages and implements a systematic and sustained approach to professional development for Capital Region districts with low performing schools; assists districts and schools to implement research-based school improvement change efforts; assists schools and districts with coordination of intervention programs of QEIA, High Priority and Program Improvement; provides ongoing, direct assistance to Capital Region districts in the implementation of their Local Education Agency Plans; maintains ongoing leadership role with Capital Region categorical directors by conducting monthly meetings, and addressing local and regional needs to implement Title I funded projects at the district and regional levels; maintains collaborative relationships with the stakeholders; develops and monitors the Capital Region School Support Center program budget; utilizes technology to analyze data regarding students' progress toward standards; selects, trains, supervises and evaluates the performance of assigned staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree; possession of advanced degree desirable; successful administrative experience in the administration of professional development and technical assistance programs for Title I, Schoolwide or Program Improvement schools and their districts; successful experience working as an administrator is preferred.

Knowledge of:

Statewide system of school support; professional development strategies; school accountability systems; budget preparation and control.

Skill and Ability to:

Coordinate and manage technical assistance and professional development activities; develop program goals, set priorities, and monitor expenditures; select, train, and supervise staff; communicate effectively in developing and maintaining positive working relationships with district and site administrators, professional, technical, and clerical support staff.

Other Characteristics

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

Approved by Personnel Commission: 9/18/07