

**SACRAMENTO COUNTY OFFICE OF EDUCATION**  
**CLASSIFICATION TITLE: Director II, School of Education**

**DEFINITION**

Under limited direction, plans, develops, coordinates, and directs systems of support and professional learning to promote the growth of high-quality educators and school leaders at the local, regional, and statewide level; serves as a member of the School of Education leadership team, supporting the divisions of Teaching and Learning; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate administrator

**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.)

Plans, organizes, coordinates, implements, leads, and maintains ongoing systems of support and professional learning for emerging educators and school leaders at the local, regional, and statewide level; provides guidance regarding program implementation of teacher and leader professional learning and development; facilitates a shared and distributed leadership and decision-making approach with local, regional, and state educational partners in the development and implementation of educator development programs; fosters connections with and between partnering local, regional, and state agencies; coordinates with other County Office departments to identify and mobilize resources within the agency in support of the work and goals of the School of Education programs; formulates and implements communication plans; coordinates the development and management of assessment instruments and program evaluation; monitors budgets and expenditures; identifies and collaborates with content partners; develops and coordinates professional learning, coaching, and mentoring; maintains accurate records and completes reports; establishes and maintains liaisons with university, district, county, state, and other related agency staff; selects, trains, supervises, and evaluates staff as assigned; provides input and participates in School of Education program development and delivery; works with regional and statewide organizations in the delivery and implementation of programs and ensures program adherence to guidelines and reporting requirements of funding sources and state agencies.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a valid California administrative services credential and administrative or leadership experience in school or district settings, including the coaching of aspiring school leaders required; master's degree in a related field, principal experience, and successful experience designing, delivering, administering, and evaluating the effectiveness of K-12 and university-level educator leadership training and professional learning desired.

**Knowledge of:**

Instructional support services; effective models of teacher and administrator education and professional development; assessment and evaluation strategies for educators and programs; goals, requirements, and guidelines for California educator preparation programs; local, state, and regional resources and funding related to educator development; effective shared leadership and decision-making practices; techniques and practices of effective management procedures and budgetary implementation, supervision, and direction.

**Skill and Ability to:**

Develop, plan, implement, assess and evaluate local, regional, and statewide programs; communicate effectively in both oral and written forms; effectively transmit knowledge and skill to others; manage, guide, and evaluate the development and delivery of professional learning; plan, develop, and conduct meetings and training programs; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; monitor budgets and expenditures; select, train, supervise and evaluate staff; work cooperatively and effectively with individuals and

groups from various cultural and socioeconomic backgrounds; develop and maintain positive working relationships and facilitate shared leadership and decision making with and among various education partners; communicate effectively in both oral and written forms with individuals from various cultural and socioeconomic backgrounds; use standard office equipment, software applications, and video-conferencing platforms.

**Other Characteristics**

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

3/2023