

Sacramento County Office of Education Job Description
Classification Title: Director I,
California Technical Assistance Center, Reading First

DEFINITION

Under general direction, plans, coordinates and manages technical assistance services and professional development activities for Reading First Local Educational Agencies (LEA's), performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Chief Administrative Officer, Reading Lions Center

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.)

Provides and manages Reading First LEAs technical assistance services through the Reading First website; coordinates all statewide activities for the Reading First LEA's and manages contracts for sites of these activities, including: LEA work sessions, Coach Institutes for Rounds 1,2,3 LEA's, and annual Superintendents' Summit; coordinates and prepares reports for the Reading Certificate Program in conjunction with the UCLA Education Extension program for all of the LEAs' eligible reading coaches; administers the end-of-year LEA Assurances Survey; supports other end-of-year LEA assessments on-line; oversees the distribution of state-provided 6-8 week skill assessments to all interested LEA's; oversees the contracts with vendors qualified to provide on-line assessment reporting system; responds to all requests and needs of LEA's associated with the statewide technical services; maintains collaborative relationships with the State Board of Education, California Department of Education, and the Secretary for Education office; assists with the monitoring of the work of the Regional Technical Assistance Centers; manages the assignments of consultants; and selects, trains and supervises the performance of technical support staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California credential based on a Bachelor's degree in education or related field and student teaching; successful administrative experience in the design and administration of professional development and technical assistance for Federal programs; experience working in a county office of education and possession of a Master's degree in education is desirable.

Knowledge, Skills, and Abilities

Knowledge of the California Reading Initiative and the Federal Reading First Initiative; professional development strategies; content standards related to English/language arts; budget preparation and control; skill and ability to plan, 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 administrators, teachers, consultants and technical support staff in the statewide Regional Technical Assistance Centers.

Other Characteristics

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

Approved 9/2004