

Sacramento County Office of Education Job Description
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 other curriculum and intervention programs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent

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 the federal Elementary and Secondary Education Act (ESEA), including serving as the director of the Capital Region Regional System of District and School Support (RSDSS); manages and implements a systematic and sustained approach to professional development for Capital Region districts and low performing schools; assists districts to implement research-based school improvement change efforts; assists schools and districts with coordinating curriculum and intervention programs and aligning them to state and local initiatives; utilizes technology to analyze data regarding students' progress toward standards; provides ongoing, direct assistance to Capital Region districts in development, revision, or implementation of their Local Education Agency (LEA) Plans; maintains communication among stakeholders and disseminates services among Capital Region counties; maintains ongoing leadership role with Capital Region categorical directors by conducting monthly meetings, and addressing local and regional needs of implementing Title I programs at the school and district level; maintains develops and monitors the Capital Region School Support Center program budget; 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 Program Improvement schools and their districts; successful experience working as an administrator is preferred.

Knowledge of:

Federal requirements of ESEA and the requirements of ESEA's statewide system of school support; professional development strategies; federal and state school accountability systems; current relevant legislation; effective research-based strategies for improving achievement in schools and districts; 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 and Capital Region county administrators, professional, technical, and clerical support staff.

Other Characteristics

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

Revised: 10/26/12

Approved by Personnel Commission: 9/18/07