

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I - LEADERSHIP SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Director III-District & School Support Services, plans, organizes, controls and directs the organization, professional development and delivery of assigned CCTC State-approved training programs; serves as liaison with the California Department of Education, CCTC and other organizations for providing information and resolving issues related to assigned credentialing programs; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the organization, professional development and delivery of assigned CCTC State-approved training programs including the Administrator Training Program (ATP), Leaders in Educational Administration Program (LEAP), Alternative Clear Credential Path (ACCP), mentor training program and others as directed.

Serves as liaison with the California Department of Education, CCTC and other organizations for providing information and resolving issues related to assigned credentialing programs.

Serves as main instructor, trainer or coach for assigned programs; meets with participants to develop leadership traits, provide steps for clearing credentials, responding to questions, and resolving issues or concerns; conducts workshops, training sessions and makes various presentations; maintains records of attendance; distributes and receives workshop evaluations and makes changes to presentations as appropriate.

Participates as a member of the Curriculum and Instruction Steering Leadership sub-committee for Region 5; attends meetings; participates in determining actions to take to enhance principal training programs and support administrators.

Examines research on high-performing schools and districts; applies methodologies and protocols to align curriculum, create school cultures that focus on student learning, provide effective instruction and intervention, address equity issues and implement plans for meeting improvement goals.

Participates as a member of the District Assistance Intervention Team; works with other members of the Department to deliver services to districts and schools in areas related to program improvements; visit school sites and attend related meetings.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignments, terminations and disciplinary actions.

Provides technical expertise, information and assistance to the Director III-District & School Support Services regarding assigned programs; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; develops materials for presentations as requested by districts.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develops and prepares the annual preliminary budget for assigned programs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a variety of office equipment, including a computer and assigned software programs; operates media equipment, such as a projector, and others as needed for presentations; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the assigned programs of Leadership Support Services.

Curriculum and instruction.

California State credentialing requirements.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the organization, professional development and delivery of assigned CCTC State-approved training programs.

Serve as liaison with the California Department of Education, CCTC and other organizations for providing information and resolving issues related to assigned credentialing programs.

Direct and evaluate the performance of assigned staff.

Prepare and present a variety of workshop topics to teachers, administrators, County Office personnel and district office personnel.

Prepare presentations using assigned software and other media.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education or related field and three (3) years increasingly responsible related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary or Secondary Teaching Credential
Valid certification as an ATP presenter
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting or standing for extended periods of time

Approved: Philip J. Gordillo 7/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources