

## **SAN MATEO COUNTY OFFICE OF EDUCATION ADMINISTRATOR, DISTRICT IMPROVEMENT AND SUPPORT**

### **JOB SUMMARY:**

Under the direction of the Deputy Superintendent of the Instructional Services Division, supervise and support the planning, organization, coordination and implementation of the SMCOE Local Control Accountability Plan (LCAP) yearly planning and approval process, Differentiated Assistance (DA) identification and support process, county and district-based Improvement Science efforts, and the Multi-Tiered Systems of Support (MTSS) and Positive Behavior Intervention System (PBIS) roll out and support. Develop and facilitate the running of the California Collaborative for Educational Excellence (CCEE) SMCOE Professional Learning Network (PLN). Supervise and work with the Center for Learning Analytics (CLA) to design, develop, implement, coordinate and conduct training and professional development activities for district administrators in LCAP metrics, the local use of the California School Dashboard and the California state accountability system.

### **ESSENTIAL DUTIES:**

- Provide leadership in the areas of improvement undertaken by local counties, including, but not limited to LCAP, DA, MTSS and PBIS;
- Oversee and provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning LCAP, the California School Dashboard, MTSS, PBIS, Common Core State Standards and Smarter Balanced Assessments;
- Work in collaboration with SDI team to develop and disseminate training modules on the LCAP, California School Dashboard, Smarter Balanced Assessments (SBAC) and Data Literacy;
- Facilitate training for school and district leadership teams in school wide improvement strategies; training to promote related parent involvement; coordination of improvement efforts into one comprehensive school plan;
- Oversee staff that serve as a resource to help districts use student achievement data for continuous improvement;
- Oversee and plan, organize, coordinate and implement the training activities, instructional resources and support functions for local school districts to enhance student learning and achievement, with a particular emphasis on English Learners, Foster Youth and Low Income students;
- Develop and maintain collaborative relationships with colleagues at state, regional and local agencies;
- Provide oversight of pertinent SMCOE grants and program evaluation;
- Provide project management for assigned projects including maintaining project budgets, and supervising project staff, as required;
- Work cooperatively with County Office of Education and district staff on interagency projects;
- Monitor, evaluate and adjust activities in response to the instructional needs of local school districts and students;
- Facilitate a wide variety of meetings and group processes in high stakes areas including having facility with a range of facilitation models and experience and expertise in facilitating reluctant and resistant groups;
- Maintain current knowledge of educational methods, practices and standards related to effective schools and related laws, codes, regulations, policies and procedures, with a particular emphasis on understanding the needs of the “unduplicated pupils”, as named in the LCAP;
- Compile, review and analyze a variety of technical data and information;
- Train and provide work direction and guidance to assigned personnel as required;

- Assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures;
- Hire, train, prioritize and assign work, and supervise assigned professional, and clerical department staff; supervise and evaluate the performance of assigned staff; recommend promotions, transfers, reassignments, terminations and disciplinary actions; assure compliance with personnel policies;
- Evaluate department staff;
- Prepare annual preliminary budgets for assigned projects and programs;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed;
- Direct and participate in the formulation and implementation of Departmental policies, procedures, and projects; plan, organize and implement short- and long-term programs and activities designed to develop and promote assigned operations and services; control modifications and revisions to policies and timelines;
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files;
- Represent the Department at meetings, conferences, workshops and other activities; develop and deliver oral and written reports, recommendations and other presentations to committees, agencies, boards, and others; serve as liaison for the County Office and school districts with outside agencies and the State on a variety of issues and maintain collaborative relationships with other departments;
- Communicate with administrators, school district personnel, State representatives and others to coordinate activities and programs, resolve issues and conflicts, and exchange information;
- Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- All components of the current state accountability system
- Components of LCAPs, approval criteria, and the process of continuous improvement;
- DA identification rules, process, support expectations;
- Implementation and improvement science;
- MTSS and PBIS components and requirements for successful roll-out and implementation;
- Use of data for continuous improvement at the district and site level;
- Components of program evaluation, with a particular emphasis on programs serving English Learners, foster youth and low income students;
- Principles, theories, standards, practices, strategies and use of standards-based materials, intervention programs and best practices in accelerating student learning and achievement, especially for students of color, English learners, foster youth, students with disabilities and students living in poverty;
- Have a deep understanding of the achievement gap, role of equity in schools and districts, the impact of institutional racism and what effective schools do to counteract the negative effects of same;
- Practices, procedures and techniques involved in the development and implementation of effective professional development activities, with particular emphasis on professional learning communities;
- Current research and best practices on instructional techniques and strategies related to Common Core State Standards and Smarter Balanced Assessments;
- Policies and objectives of assigned programs and activities;
- Basic budget preparation and control;
- Applicable laws, codes, regulations, policies and procedures;
- Public speaking techniques.

**SKILLS AND ABILITY TO:**

- Work with department staff to provide training, consultation and technical assistance concerning LCAP development, from beginning work through the final approval;
- Work with department staff to develop trainings in connecting LCAP goals, actions and services, and metrics, with a particular emphasis on the LCAP “unduplicated pupils”
- Work with department staff to identify and support DA districts
- Work with department staff to design, develop, implement and conduct effective training and professional development activities for faculty, staff and administrators concerning Common Core State Standards and Smarter Balanced Assessment implementation;
- Work with schools and districts which enroll diverse student populations (e.g., migrant, ethnic or racial minority, English-language learners, students with disabilities, and/or neglected and delinquent students, among others);
- Instruct educators and administrators on the effective use of data at the classroom/district level for the purpose of continuous improvement;
- Work effectively as part of a team with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Facilitate group processes and conversations in a variety of settings, including meetings with reluctant participants and highly charged situations;
- Prepare and deliver effective written and oral presentations;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Communicate effectively both orally and in writing;
- Operate a variety of office equipment including advanced use of computers and assigned software, copiers, fax machines, projectors, and audio-visual equipment;
- Analyze situations accurately and adopt an effective course of action;
- Work independently with little direction;
- Prepare and maintain various records, reports and files;
- Use tact, patience and courtesy;
- Train, supervise and evaluate the performance of assigned staff;
- Prioritize and schedule work;
- Prepare, administer, monitor and control workshop budgets;
- Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
- Maintain current knowledge of program rules, regulations, requirements, and restrictions;
- Analyze situations accurately and use sound judgement to adopt an effective course of action;
- Resolve conflicts effectively in a timely manner;
- Meet schedules and timelines;
- Work independently with little direction;
- Prepare comprehensive narrative and statistical reports;
- Prepare and deliver oral presentations;
- Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files;
- Establish and maintain cooperative and effective working relationships with others
- Drive a vehicle to conduct work.

**Licenses and other Requirements**

Valid teaching credential

Valid Administrative Services Credential

California driver's license

**Physical Abilities:**

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.