

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

**JOB SUMMARY:**

Under the direction of Administrator, District Improvement and Support, plan, organize, direct and implement the educational services, training activities, instructional resources and support functions of school improvement practices for districts and schools in which student sub-groups are not meeting academic proficiency targets and other assigned school districts or program areas to enhance student learning and achievement; provide consultation and professional development activities to administrators, staff and faculty to enhance the educational effectiveness and/or the learning environment of students not meeting academic proficiency targets.

**REQUIRED QUALIFICATIONS:**

Education & Experience:

- Master's degree or equivalent from an accredited college or university in education or related field.
- Site and/or District Office administrator experience

**LICENSES & OTHER REQUIREMENTS:**

- Valid Administrative Services Credential or meet the criteria and enroll in a University program which grants the Administrative Intern Credential

**ESSENTIAL DUTIES:**

- Plan and implement educational services, training activities, instructional resources and support functions in local school districts that will educational effectiveness, enhance student learning and achievement;
- Assist school districts in complying with State and federal requirements with a particular focus on closing the achievement gap for English learners, students of color and those living in poverty through both academic and social-emotional educational or positive behavior related programs;
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning
- Networks for Success Program services;
- Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff and administrators in the Networks for Success Program;
- Monitor and evaluate the educational effectiveness of Networks for Success Program;
- Direct outreach activities to promote and facilitate awareness of the Networks for Success Program and its services;
- Supervise, support and evaluate assigned personnel;
- Develop, monitor and oversee the annual budget for Networks for Success Program;
- Participate in obtaining and maintaining grants and other funding sources for Networks for Success Program;
- Compile, review and analyze a variety of technical data and information related to instructional or subject area;
- Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Effective instructional practices that support closing the achievement gap;
- Development of equitable programs and practices that will enhance educational outcomes for all students;
- State Standards and accountability requirements;

- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence;
- Principles, theories, standards, practices, strategies and procedures for enhancing student learning and achievement;
- Practices, procedures and techniques involved in the development and implementation of professional development activities;
- Curriculum standards, interpretation and application in a variety of subject or instructional areas;
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students;
- Local, State and federal standards and requirements governing assigned subject or instructional area;
- Basic budget preparation and control.

**SKILLS AND ABILITY TO:**

- Build and maintain collaborative relationships with diverse individuals and groups;
- Coach, mentor and support teachers and administrators;
- Facilitate groups in planning, problem solving and decision-making;
- Provide consultation and technical expertise for related work;
- Manage personnel, budgets and logistics efficiently and effectively;
- Supervise, evaluate and develop staff;
- Demonstrate tact, patience and courtesy at all times;
- Resolve issues, conflicts and complaints in a timely manner with positive results;
- Analyze situations accurately and adopt an effective course of action;
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Communicate effectively orally and in writing.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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