

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR, CURRICULUM SERVICES

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Instructional Services, plan, organize, control and direct Curriculum Services operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools; coordinate and direct communications, resources, personnel and information to meet school district needs and assure smooth and efficient Program activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Curriculum Services operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools; assure optimal allocation of Curriculum Services resources; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures

Coordinate and direct communications, resources, personnel and information to meet school district needs and assure smooth and efficient Program activities; establish and maintain Curriculum Services time lines and priorities; direct the development and implementation of Curriculum Services activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide leadership and services in curriculum and instruction for County school districts; assure adequate and optimal allocation of Program resources to meet the curriculum and instructional needs of the educational community; establish and maintain partnerships with outside agencies to facilitate and enhance support for Program services and curriculum and instruction resources for schools.

Monitor and analyze Curriculum Services operations and services for educational effectiveness; respond to staff, administrative, district and school input concerning educational needs; oversee and participate in the research, development and implementation of programs, services, policies and procedures to enhance student achievement, educational effectiveness of Curriculum Services and capacity to meet school district and student needs.

Coordinate and direct curriculum and instruction-related communications, resources and information between County Office administrators, personnel, school districts, county offices, schools, outside

January 18, 2006

San Mateo County Office of Education

organizations, the public and various local and State agencies to meet the learning needs of students; assure proper and timely resolution of Curriculum Services issues and conflicts.

Plan, organize, control and direct operations and activities to enhance faculty, administrative and leadership team understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies; participate in the development and implementation of curriculum standards to meet student needs.

Direct and participate in the design, development, implementation and conducting of trainings, workshops and professional development activities for County faculty and administrators concerning educational programs, services and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques; prepare and deliver oral presentations.

Provide consultation, technical expertise and coaching to staff, faculty, administrators, leadership teams and others concerning curriculum, instruction, school and district planning, professional development and Program services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, plans, strategies, designs, goals, objectives, principles, priorities, practices, techniques, laws, codes, regulations, policies and procedures.

Assure adequate resources to meet school curriculum and instruction support service needs; monitor staffing needs and initiate recruitment activities as needed; recruit and hire consultants as needed; develop and provide internal and external assessment, instructional, curriculum, content-based and professional learning resources to enhance educational processes and outcomes for students.

Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to curriculum and instruction; oversee and participate in the development, preparation and distribution of presentation, training and informational materials; conduct a variety of statistical and analytical surveys and studies related to student needs and achievement.

Develop and prepare the annual preliminary budget for Curriculum Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, develop, negotiate and monitor contracts and service agreements; research, obtain and maintain grants and other funding sources.

Maintain current knowledge of educational methods, practices and standards related to Curriculum Services and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Associate Superintendent regarding Curriculum Services operations, issues, needs and activities; participate in the formulation and development of related policies, procedures and programs.

Direct and participate in the preparation and maintenance of various narrative and statistical records, reports

January 18, 2006

San Mateo County Office of Education

and files related to curriculum, instruction, school districts, schools, students, achievement, budgets, personnel, projects, meetings, assessment, resources, tests, professional development, grants and assigned activities.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee the preparation, distribution and response to Curriculum Services correspondence.

Operate a variety of office equipment including audio-visual devices, projectors, computers and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning Program services, operations, issues, needs and activities; attend and participate in various conferences, institutes, seminars, teams, task forces, committees and in-services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Curriculum Services operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools.

Curriculum standards, interpretation and application in County schools and various subject areas.

Local, State and federal standards and requirements governing Curriculum services.

Principles, practices and procedures involved in the development and implementation of Curriculum Services activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Principles, theories, standards, practices, strategies and procedures involved in enhancing student achievement.

Instructional techniques and strategies related to County schools and programs.

Policies and objectives of assigned programs and activities.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

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.

Public relations and speaking techniques.

ABILITY TO:

January 18, 2006

San Mateo County Office of Education

Plan, organize, control and direct Curriculum Services operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools.

Coordinate and direct communications, resources, personnel and information to meet school district needs and assure smooth and efficient Program activities.

Supervise and evaluate the performance of assigned personnel.

Facilitate groups in planning, problem-solving and decision-making.

Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.

Direct the development and implementation of Curriculum Services activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Provide consultation, technical expertise and coaching concerning curriculum, instruction, school and district planning, professional development and Program services.

Develop and provide internal and external assessment, instructional, curriculum, content-based and professional learning resources to enhance educational processes and outcomes for students

Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, 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 time lines.

Prepare and deliver oral presentations.

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 five years administrative experience working with educational programs and services including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

January 18, 2006

San Mateo County Office of Education

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.