

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR— DIFFERENTIATED ASSISTANCE AND DISTRICT SUPPORT

BASIC FUNCTION:

Under the direction of the Director III-Continuous Improvement and Accountability and/ or designee, provides leadership and support to local districts in the area of Differentiated Assistance; coordinates support to all districts under Tier I differentiated support; provides targeted technical support and planning to districts identified for Tier II differentiated support; collaborates with the Assistant Director of LCAP Advisory Services and other staff to support the review, approval and implementation of District Local Control and Accountability Plans (LCAPs); assists the County Superintendent/designee in fulfilling the statutory obligation for Differentiated Assistance and LCAP approval; provides regular updates to the County Superintendent regarding progress of districts and action plans; supervises and evaluates the performance of assigned personnel; and other duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Collaborates with district and school administrators to conduct needs assessments, facilitate local decision-making, conduct assessments, and fulfill other duties as outlined in relevant statute and local implementation plans around Differentiated Assistance.

Provides high-caliber facilitation, professional development, and technical assistance to support Local Control Funding Formula (LCFF) implementation.

Provides high-quality and consistent support to districts throughout the development and implementation of Differentiated Assistance processes and plan ensuring compliance with state policies and procedures.

Ensures that provided coaching and differentiated assistance support are grounded in Improvement Science.

Provides leadership and guidance to staff supporting districts that are implementing Multi-Tiered Systems of Support with an emphasis on developing and establishing a framework for Equitable Practices throughout the county.

Ensures that the assistance provided to districts and the collaborative work with other agencies is aligned with the vision of the County Superintendent and the goals of the Santa Clara County Office of Education.

Works closely with California Department of Education (CDE), and California Collaborative for Excellence in Education (CCEE) to guide the alignment accountability measures and provides technical assistance that will have an impact on student achievement.

Develops and provides communication, support, and training for districts including Level 1 support and prevention activities throughout the school year.

Provides district support in the areas of continuous improvement and planning to support student

achievement and equity initiatives.

Collaborates with other Santa Clara County Office of Education departments and professionals such as curriculum & instruction, fiscal, technology, student services, special education, and all related divisions to promote ongoing communication with a focus on Equity to support high needs districts.

Uses the CCSESA Differentiated Assistance and LCAP approval manual to guide consistency of the review process and develops recommendations for procedures to implement the guidelines contained in the manual.

Organizes tools and uses practices that promote collaboration, timely communication and transparency.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Participates in a variety of meetings for the purpose of gathering and conveying information regarding a variety of subjects required to carry out administrative responsibilities.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Administration of the academic assessment and accountability program;
Applications, current research, and innovations in academic assessment and program evaluation;
State and Federal accountability systems and measures and how measures are calculated;
State and Federal legislation, and the impact to specific student groups including English Learners, low income students, foster youth, students with disabilities and other underperforming student groups;
The Smarter Balanced Assessment Consortium and the Common Core State Standards;
Oral and written communication skills;
Applicable laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Direct and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Speak and present to groups, facilitate meetings, training programs, and development discussions;
Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;
Interpret, apply and explain rules, regulations, policies and procedures;
Operate a computer and assigned office equipment;
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 (doctorate preferred) or related field and five (5) years of experience in a certificated position including three (3) years' experience in the administration of professional staff development, instructional leadership and curriculum development at a site or district level; and knowledge of Local Control Funding Formula (LCFF) and LCAP regulations, template and review criteria.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary or Secondary Teaching Credential
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;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/ lowering, pushing, carrying, or pulling up to 20 lbs;
Dexterity of hands and fingers to operate a computer keyboard

Approved: Anisha Munshi 4/23/2020
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 4/23/2020
Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools