

Santa Clara County Office of Education

Class Title: Director II - Innovation and Instructional Support

Basic Function:

Under the direction of the Assistant Superintendent-Professional Learning & Instructional Support Division, plans, organizes, controls and directs the operations and activities of the Innovation and Instructional Support team; coordinates information and organizes activities to ensure smooth and efficient program operations; collaborates with other departments in the division; supervises and evaluates the performance of assigned personnel.

Representative Duties:

Essential Duties:

Directs, manages, supervises, evaluates, leads, and coordinates the activities of the Innovation and Instructional support team work; coordinates assigned activities with other departments, divisions, outside agencies, and the general public; facilitates and provides leadership for assigned services and activities of the Innovation and Instructional Support team.

Cultivates relationships with Santa Clara County school districts, local institutions for higher learning, and other community partners; creates and develops outreach activities; provides technical assistance to district and site administrators regarding best instructional practices and their connections to supporting youth to be college and career ready.

Provides content area and technical expertise; develops, creates, and leads the implementation of professional learning opportunities, technical assistance, and innovative proprietary resources to support Santa Clara County school districts in the implementation of 21st century instructional programs.

Provides direction to school leadership teams through professional development coaching, mentoring, and serving as a content expert to assist schools and districts with initiatives focused on improving student achievement.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned programs, including the development of various training programs within the Professional Learning & Instructional Support Division.

Monitors the effectiveness and efficiency of service delivery methods and procedures; assigns and monitors workloads; identifies opportunities for improvement and reviews with Assistant Superintendent-Professional Learning & Instructional Support; assists with the implementation of improvements; assists in the selection, training, motivation, and evaluation of assigned personnel.

Manages and participates in the development and administration of the budget; forecasts additional funding needed for staffing, equipment, materials, supplies, and coordinates the monitoring of and approval of expenditures recommending adjustments when necessary.

Serves as a liaison for the Santa Clara County Office of Education with other departments, divisions, and partnering agencies; encourages and assists staff and districts to effectively use data in decision-making

processes; coaches and mentors staff to build leadership skills and leadership capacity of the Innovation and Instructional Support team.

Attends and participates at meetings held at school districts, outside agencies, and various organizations in order to manage and supervise areas of responsibility; prepares and presents staff reports and other necessary correspondence to a variety of educational, business, and other governmental agencies; serves as an effective member of the leadership team; participates on a variety of committees, commissions; attends and participates in professional development; remains abreast of new trends and innovations in the field of education; directs the development and implementation of financial funding and grants to support the programs of the team.

Maintains awareness and ensures compliance with relevant State and Federal laws and regulations, Santa Clara County Office of Education Board Policies, Superintendent Policies and Administrative Regulations.

OTHER DUTIES

Performs related duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, control and direction of the operations and activities of the Innovation and Instructional Support team;

Practices and procedures related to program implementation;

Applicable sections of the State Education Code and other applicable laws, codes, regulations and procedures;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Operations, policies and objectives relating to program activities;

Financial analysis and projection techniques;

Curriculum development, enhancement and implementation;

State legislation relating to program and education objectives and goals;

Principles, practices and trends of public education;

Fiscal regulations for grant-funded programs;

Budget preparation and control;

Oral and written communication skills;

Principles and practices of administration, supervision and training;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software;

Technical aspects of field of specialty;

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the operations and activities of the Innovation and Instructional Support team;

Coordinate information and organize activities to ensure smooth and efficient program operations;

Supervise and evaluate the performance of assigned personnel;

Develop and implement operational guidelines and programs in accordance with County Board policies;

Coordinate systems and procedures for maintaining program activities in an organized manner;

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 five (5) years of increasingly responsible experience in administration, with experience in the administration of Science, Technology, Engineering, Arts, and/or Mathematics related subject areas, and five (5) years of teaching experience in any of those areas.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Elementary or Secondary Teaching Credential
- Valid California Administrative Services Credential
- Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- Office and school classroom environments
- 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.

Approved: Anisha Munshi 10/25/18
 Anisha Munshi, Ed.D. Date
 Director-Human Resources

Authorized by the County Superintendent of Schools _____

Revised 10/25/18: Removed references to Chief Academic Officer; replaced with Assistant Superintendent
 Removed references to branch; replaced with division