

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III – EDUCATOR PREPARATION PROGRAMS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Professional Learning and Instructional Support plans, organizes, controls and directs professional development and delivery of assigned California Commission on Teacher Credentialing (CTC) State-approved Tier I and Tier II school administrator preparation training programs; serves as liaison with the California Department of Education, CTC, the Inclusion Collaborative of SCCOE, and other organizations for providing information and resolving issues related to assigned credentialing programs; supervises the operations of the Educator Resource Center; supervises and evaluates the performance of assigned personnel and performs other related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the organization, professional development and delivery of assigned CTC State-approved training programs including the Leaders in Educational Administration Program (LEAP), Tier I and Tier II and the Education Preparation for Inclusive Classroom (EPIC), mentor training program and others as directed.

Serves as liaison with the California Department of Education, CTC and other organizations for providing information and resolving issues related to assigned credentialing programs.

Plans, organizes, and implements plans to ensure that the Educator Preparation Programs unit maintains accreditation;

Maintains current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations specific to program needs.

Plans, organizes and implements plans to recruit and retain participants in the Educator Preparation Programs; reviews the Educator Preparation Programs unit for continuous improvement and facilitates the expansion of program offerings as warranted.

Facilitates candidates participation in the Educator Preparation Programs; meets with participants to develop leadership characteristics, provides steps for clearing credentials, responds to questions, and resolves issues or concerns; conducts workshops, training sessions and makes various presentations; maintains records of attendance; distributes and receives workshop and course evaluations and makes changes to presentations as appropriate.

Develops and maintains partnerships with appropriate external agencies, universities, and others to support options for earning university credit, course work transfer, and degree obtainment.

Provides technical expertise, information and assistance to the Assistant Superintendent-Professional Learning and Instructional Support regarding assigned programs; assists in the formulation and

development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Participates, coordinates, and conducts a variety of meetings, staff development, orientations, committees, trainings, workshops, and/or conferences in order to present materials and information concerning LEAP services, operations and activities (staff, supervisors, school communities, etc.).

Directs and supervises the operation of the Educator Resource Center; supervises and evaluates the Educator Resource Center staff.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; develops materials for presentations as requested.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develops and prepares the annual preliminary budget for assigned programs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a variety of office equipment, including a computer and assigned software programs; operates media equipment, such as a projector, and others as needed for presentations; drives a vehicle to conduct work as assigned.

Provides training for instructors serving in the LEAP program; provides Cognitive Coaching training for mentors.

Serves as an instructor for two or more LEAP courses; provides advisement and coordination of candidates throughout the duration of their program.

Represents LEAP at local, regional, and state meetings, conferences, in-services, boards, councils, and events as approved by the supervisor.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Curriculum and instruction;

National research-based educational programs and instructional strategies, specifically for low-performing schools;

California State credentialing requirements;

Budget preparation and control;

Oral and written communication skills;
Principles and practices of administration, supervision and training;
Cognitive Coaching;
Applicable laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Develop and implement performance criteria for programs, projects, and services for the Educator Preparation Programs Unit;
Plan, organize, control and direct the organization, professional development and delivery of assigned CTC State-approved training programs;
Serve as liaison with the California Department of Education, CTC and other organizations for providing information and resolving issues related to assigned Educator Preparation Programs;
Direct and evaluate the performance of assigned staff;
Prepare and present a variety of workshop topics to teachers, administrators, County Office personnel and district office personnel;
Prepare presentations using assigned software and other media;
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 increasingly responsible experience in the administration of instructional technology, professional staff development, instructional leadership and curriculum development at a site or district level. Experience having taught courses at the university level in the area of teacher preparation, administrative training or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary, Secondary Teaching Credential or Special Education 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;

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials;

Sitting or standing for extended periods of time.

Approved: Anisha Munshi 12/18/18
Anisha Munshi, Ed.D. Date
*Director-Human Resources

*Authorized by the County Superintendent of Schools _____

Revised 11/8/18: Title change from Director III-Credentialing Programs to Director III-Educator Preparation Programs

Revised 12/18/18: Substituted reference to *County Superintendent* with Assistant Superintendent-Professional Learning and Instructional Support