

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - DISTRICT IMPROVEMENT AND SUPPORT

BASIC FUNCTION:

Under the direction of the Director III - LCAP Advisory Services, supports the planning, organization, coordination and implementation of the Santa Clara County Office of Education's Local Control Accountability Plan (LCAP) yearly planning and approval process; provides Differentiated Assistance to districts related to the development and analysis of actions and services designed by school districts to improve outcomes for students in the LCAP; provides Continuous Improvement consultation and training to districts.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides consultation and technical assistance to school districts, faculty, administrators, staff and others concerning LCAP, the California School Dashboard, Common Core State Standards and Smarter Balanced Assessments.

Serves as a resource to help districts use student achievement data for continuous improvement;

Plans, organizes, coordinates and implements the training activities, instructional resources and support functions for local school districts to enhance student learning and achievement, with a particular emphasis on English Learners, Foster Youth and Low Income students;

Monitors, evaluates and adjusts activities in response to the instructional needs of local school districts and students.

Works in collaboration with SCCOE staff to develop and disseminate training modules on LCAP, California School Dashboard, Smarter Balanced Assessments (SBAC) and Data Literacy.

Supports the successful oversight of County Office grants and program evaluation.

Provide project management for assigned projects.

Supervises and evaluates personnel; assigns duties and reviews work for accuracy, completeness and compliance with established standards and procedures; works cooperatively with County Office of Education and district staff on interagency projects;

Develops and maintains collaborative relationships with colleagues at state, regional and local agencies; facilitates a wide variety of meetings and group processes in high-stakes areas including facilitating meetings with reluctant and resistant groups;

Maintains current knowledge of educational methods, practices and standards related to effective schools and related laws, codes, regulations, policies and procedures, with a particular emphasis on understanding the needs of the "unduplicated pupils", as named in the LCAP;

Assists in the development and preparation of annual preliminary budgets for assigned projects and programs;

Attends and participates in a variety of meetings, task forces, seminars, in-services and conferences.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Components of LCAPs, approval criteria, and the process of continuous improvement;

Implementation of Improvement Science;

Use of data for continuous improvement at the district and site level;

Components of program evaluation, with a particular emphasis on programs serving English Learners, foster youth and low income students;

Principles, theories, standards, practices, strategies and use of standards-based materials, intervention programs and best practices in accelerating student learning and achievement, especially for students of color, English learners, foster youth, students with disabilities and students living in poverty;

Deep understanding of the achievement gap, role of equity in schools and districts, the impact of institutional racism and what effective schools do to counteract the negative effects of same;

Practices, procedures and techniques involved in the development and implementation of effective professional development activities, with particular emphasis on professional learning communities;

Current research and best practices on instructional techniques and strategies related to Common Core State Standards and Smarter Balanced Assessments;

Policies and objectives of assigned programs and activities;

Basic budget preparation and control;

Applicable laws, codes, regulations, policies and procedures;

Public speaking techniques;

Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Instruct educators and administrators on the effective use of data at the classroom/district level for the purpose of continuous improvement;

Develop and implement strategies and training activities to enhance educational effectiveness and student learning in local school districts;

Design, develop, implement and conduct effective training and professional development activities for faculty, staff and administrators;

Work effectively as part of a team with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;

Facilitate group processes and conversations in a variety of settings, including meetings with reluctant participants and highly charged situations;

Communicate effectively both orally and in writing; prepare and deliver effective written and oral presentations;

Conduct oneself in a professional manner using tact, patience and courtesy;

Analyze situations accurately and adopt an effective course of action;

Resolve conflicts effectively with positive results in a timely manner;

Meet schedules and timelines;
 Work independently with little direction;
 Interpret, apply and explain laws, codes, regulations, policies and procedures;
 Prepare and maintain various records, reports and files;
 Operate a variety of office equipment including advanced use of computers and assigned software, copiers, fax machines, projectors, and audio-visual equipment.

EDUCATION AND EXPERIENCE:

Minimum of three years administrative experience (school site and district office preferred);
 Experience in writing LCAPs, data analysis and program evaluation;
 Experience in program design and implementation for English Learners, Low Income and Foster Youth;
 Training or experience in Improvement Science or other continuous improvement models.

LICENSES AND OTHER REQUIREMENTS

Valid Administrative Services Credential
 Master’s degree in education or related field

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
 Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information;
 Dexterity of hands and fingers to operate a computer keyboard;
 Seeing to read a variety of materials;
 Sitting for extended periods of time

Approved: Anisha Munshi 11/13/18
 Anisha Munshi, Ed.D. Date
 Director-Human Resources

Authorized: Mary Ann Dewan 11/13/18
 Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools