

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: DIRECTOR III- SCHOOL CLIMATE, LEADERSHIP & INSTRUCTIONAL SERVICES

Under the direction of an assigned supervisor, provides leadership, plans, organizes, creates goals, directs operations, and activities for the School Climate, Leadership, and Instructional Support department; coordinates information and organizes activities to ensure smooth and efficient program operations; collaborates with other departments within and across divisions; supervises and evaluates the performance of assigned personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Leads, inspires, plans, organizes, supervises, evaluates, and coordinates the operations and activities for the department including English Language Arts, English Language Development, Literacy, History-Social Science and Civic Engagement, Dual and World Languages, LGBTQ+ District Resources and Support, Parent Engagement, Positive Behavioral and Interventions and Supports (PBIS), Tobacco Use Prevention Education (TUPE), and other assigned projects and initiatives.

Facilitates and manages collaborative efforts with other departments, divisions, external agencies, districts, schools, and county offices of education.

Ensures assistance provided to districts and partner agencies are aligned with the vision, goals, and principles of the Santa Clara County Office of Education (SCCOE).

Provides guidance and grounds services and technical assistance in evidence-based methodologies, such as Improvement and Implementation Science.

Collaborates with district and school administrators to conduct needs assessments and plan professional learning opportunities in assigned areas of school.

Provides content area and technical expertise; develops, creates, and leads the implementation of innovative professional learning opportunities; oversees the development of proprietary resources and professional learning templates/guides to support Santa Clara County school districts in the implementation of Common Core State Standards, and curriculum frameworks adopted by the State Board of Education.

Provides leadership and support to administrators and/or educational leaders through professional development coaching, mentoring, and serving as a content expert to assist schools and districts.

Manages development, implementation, monitoring, and evaluation of short and long-term goals, objectives, policies, and priorities for assigned programs, including the development of various training programs within the Division.

Directs the implementation of support for districts to establish the Seal of Biliteracy and/or pathway awards; establishes a means for districts to create a Memorandum of Understanding with the SCCOE so that graduating seniors meeting the county Seal of Biliteracy requirements receive a certificate from the County Superintendent.

Develops, designs, markets, implements, and presents professional development seminars and trainings in various content areas and formats related to the California Content Standards and the California Standards for the Teaching Profession.

Evaluates the effectiveness and efficiency of service delivery methods and procedures; assigns and monitors workloads; conducts continuous improvement cycles of inquiry; implements identified improvements.

Provides leadership and guidance in writing federal, state, and foundation grants; supports and monitors the implementation of grants; prepares and reviews grant reports.

Collaborates with other SCCOE departments such as fiscal, educational services, special education, and all related divisions.

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

Manages, develops, and monitors the department's budget; forecasts additional funding needed for staffing, equipment, materials, and supplies; reviews and approves expenditure requests of assigned personnel.

Recaptures unspent funds and re-distributes to other programs and activities; ensures spending is allowable under state and federal guidance and that programs supplement and do not supplant core district services.

Oversees the development and implementation of financial funding and grants to support program goals.

Develops and provides communication and marketing collateral to promote programs and services including a robust online presence.

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.

Provides leadership and expertise to statewide curriculum committees and task forces.

Maintains awareness and ensures compliance with relevant State and Federal laws and regulations, SCCOE Board Policies, Superintendent's Policies, and Administrative Regulations.

Manages other special projects, coordinating efforts with those of educational and community groups to meet curriculum and instructional needs.

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

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:****KNOWLEDGE OF:**

Evidence-based strategies for fostering positive school climate including PBIS, TUPE, Parent Engagement, LGBTQ+ programs, etc.

Effective leadership and instructional strategies in curricular areas including English Language Arts, English Language Development, Literacy, History-Social Science and Civic Engagement, Dual and World Languages Budget preparation and control;

Grant preparation and management;

Principles and practices of administration, supervision, and training;

Applicable laws, codes, regulations, policies, and procedures;

Interpersonal skills using tact, patience, and courtesy.

Planning, organization, control and direction of operations and activities of multilingual programs or department;

Local, State, and federal laws and regulations of English Learner programs;

Program compliance issues and regulations;

Organizational policies, procedures, and operations;

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

Program evaluation and data collection;

Methods, practices, terminology, and procedures used in the administration of multilingual program services and the promotion of education for children of all ages;

Oral and written communication skills in English and preferably a second language;

Operation of a computer and assigned software;

Record-keeping and report preparation techniques,

Technical aspects of field of specialty;

Public speaking techniques.

**ABILITY TO:**

Plan, organize, control and direct operations and activities for a large and diverse department;

Monitor, manage and oversee budgets;

Direct and evaluate the performance of assigned personnel;

Monitor program activities at various locations;

Communicate effectively both orally and in writing;

Analyze situations accurately and adopt an effective course of action;

Interpret, apply, and explain rules, regulations, policies, and procedures;

Create and follow policies and procedures;

Operate a computer, software and assigned office equipment;

Work independently and with flexibility, with little direction;

Plan, set agendas, coordinate, and conduct meetings and trainings;

Maintain confidentiality on issues concerning program and staff;

Establish and maintain cooperative and effective working relationships with others.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;  
Models inclusive, effective, and authentic communication;  
Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a master's degree in education or related field and five (5) years increasingly responsible experience in the administration of professional learning and instructional support activities including, three (3) years supervisory experience in professional development and adult learning; three (3) years of related experience in K-12 classrooms teaching ELD and using SDAIE methodologies preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Credential  
Valid California 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;  
Dexterity of hands and fingers to operate a computer keyboard;  
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 pounds;

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

	DocuSigned by: <i>Mary Ann Dewan</i> 72890FED1F52493...	8/11/2023   11:07 AM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date