

**ALAMEDA COUNTY OFFICE OF EDUCATION**  
**Job Description**

*Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.*

**JOB TITLE: Director II, School Assistance and Intervention Department**

**Range 19**

**FLSA: Exempt**

**SUMMARY**

Determines the scope, direction, budget, and overall goals of the School Assistance and Intervention Department, Educational Services Division; manages the negotiation of contracts with local districts and the coordination of intervention services to schools designated by the California Department of Education as low-performing. The Director of the School Assistance and Intervention Department is a State approved school/district assistance and intervention lead.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Supervises the School Assistance and Intervention Department, assuring that data and learnings are regularly collected and disseminated with district and county offices, and oversees ongoing planning to assure that the efforts of the district and county offices are coordinated and responsive to the actual needs of school sites. (E)
- Participates in the management team and coordinates ongoing strategic planning for the Alameda County Office of Education based on the data collected from designated school sites and partnerships with districts. (E)
- Negotiates and coordinates partnerships with designated district personnel to assure alignment between school site learnings and needs, and district support and responsiveness. (E)
- Facilitates articulation with Educational Services staff to form appropriate support teams for school coaches, assuring the coordinated direction of the Alameda County Office of Education expertise toward meeting the needs identified at school and district levels. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Assures complete documentation of school site coaching and district level partnerships in the form of reports and/or articles for publication that will serve as a resource of learning and implications for changed best practice throughout the county and region.

- Develops a unit operating budget and specific program budgets which support organizational strategic planning, and maintains relationships as necessary with funders and financial institutions.
- Performs a variety of other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

Alameda County Office of Education policies and procedures.  
 State and Federal accountability laws.  
 Accountability and intervention policies.  
 Intervention protocols and procedures.  
 School/district assessment tools.  
 School/district intervention curriculum requirements.  
 California content standards.  
 Effective school change and restructuring efforts.  
 Funding and budgets.  
 Office equipment such as computer, printer, fax machine, photocopier.  
 Word processing, database and other related software applications.

**Ability to:**

Create, implement, and monitor department long-range strategic plans.  
 Synthesize new ideas and learnings and explain them to diverse audiences.  
 Work toward whole systems approaches and successful and equitable student outcomes.  
 Prepare budgets.  
 Negotiate and prepare MOUs and contracts with client schools.  
 Facilitate, mediate, listen, and communicate effectively.  
 Read, interpret, analyze, and communicate research and data.  
 Evaluate people and programs.  
 Effectively present information to top management, public groups, and policy makers.  
 Train, supervise, and evaluate staff.  
 Prepare reports; maintain records.  
 Communicate effectively verbally and in writing.  
 Work with accuracy and attention to detail.  
 Operate PC and related software applications.  
 Effectively organize and prioritize assigned work.  
 Establish and maintain effective working relationships with other people.

**EDUCATION and/or EXPERIENCE:**

*The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.*

Master's degree in a related field.  
 Five (5) years related experience and/or training.  
 Any combination of a California credential for Administrative Services/Supervision, advanced degrees in education and/or related fields, and/or other combinations of formal training and experience.  
 Maintain a valid State of California driver's license and an acceptable driving record.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal.

**Approved By:            Personnel Commission**  
**Approved Date:        December 21, 2007**