

**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 IV, School Improvement/Intervention Programs**

**Range 21**

**FLSA: Exempt**

**SUMMARY**

Oversees the Regional System of District and School Support (RSDSS) for local education agencies and schools receiving Title I funds; provides leadership, resources, and assistance to schools and districts to increase their capacity to provide and sustain instructional programs that meet the needs of all students.

**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.*

- Offers services through the regional RSDSS centers that increase the opportunity for all students in Title I school wide program and program improvement schools to meet State content and performance standards; promotes coordination of services, resources, and technical assistance to identified schools and districts. (E)
- Provides assistance to identified school wide and program improvement schools in comprehensive needs assessment, coordinated school wide planning, professional development, and implementation of systematic and research based school improvement efforts. (E)
- Creates an annual regional work plan and scope of work that determines how school and districts receive differential levels of service based on an assessment of their needs and strengths. (E)
- Provides ongoing assistance to district learning support teams in facilitating improvement efforts; assesses school programs to evaluate progress made towards achievement of school goals. (E)
- Establishes and maintains a regional network of support for program improvement schools and districts. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Plans, organizes, directs, and administers functions and activities to ensure that RSDSS goals are achieved according to state and federal statutes and assurances. (E)

- Provides professional development support that promotes school and district level improvement efforts and sustainable capacity development; provides, facilitates, and coordinates professional development opportunities for district level staff and site level administrators assigned to schools in corrective action.
- Works collaboratively with the California Department of Education and the network of regional leads throughout the state.
- Plans, schedules, and arranges for the wide distribution of information through regional trainings, conferences, and meetings.
- Plans, coordinates, and collaborates with RSDSS directors and other participating agencies in the development and implementation of goals and objectives to support program improvement districts.
- Meets with local, county, regional, state, federal, and private agencies to establish a comprehensive network system providing the most current research and professional development opportunities to school and district leaders.
- Directs the development, implementation, and evaluation of project processes, guidelines, and procedures in coordination with the required evaluation guidelines.
- Develops and prepares specialized reports, surveys, and other descriptive information.
- Assists Region 4 COEs in their development, monitoring, and participation in SAIT and DAIT teams.
- Serves on the Region 4 Curriculum Instruction and Leadership Council (CILC); provides leadership for the coordination of the RSDSS work with Region 4 CILC
- Develops and monitors the RSDSS, Region 4 budgets and expenditures.
- Supervises, coordinates, and monitors contract processes and procedures.
- 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.

School Assistance Intervention Team processes; District Assistance Intervention Team processes.

No Child Left Behind.

Scientifically based research, practices, and theory for school improvement and systemic school and district change.

Effective administrative practices, techniques, and principles.

Comprehensive school planning and plan development.

Federal and state regulations.

Principles, practices, methods, and techniques applicable to effective school leadership and school-wide reform.

Educational program components of state recommended LEA and school instructional program audit tools.

Comprehensive planning; Local Educational Agency plan development and monitoring.

Adult learning theory and effective methods of professional development.

Technology based professional development systems.

California Education Code; current state and county policies.

Office equipment such as computer, printer, fax machine, photocopier.

Word processing, database and other related software applications.

**Ability to:**

Plan, develop, administer, implement, and evaluate programs.

Analyze and effectively present school data including the academic performance index and adequate yearly progress.

Develop and implement professional development opportunities for schools and districts.

Observe and analyze instructional strategies and techniques.

Manage regional- and state-level large-scale programs.

Effectively present information and respond to questions from professional groups and individuals.

Work collaboratively with individuals and groups from varied cultures, backgrounds, and positions.

Facilitate the development of district and school leadership teams.

Analyze, lead, and coordinate DAIT/SAIT protocols.

Design systems of support for program improvement districts.

Design professional development opportunities to support the implementation of NCLB.

Identify and provide resources that promote school improvement.

Plan, schedule, coordinate, and conduct workshops, seminars, conferences, and meetings.

Analyze, assess, and interpret legislative, statistical, and programmatic data.

Develop and monitor project budget.

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 Educational Administration and Supervision or a related field; Ph D or Ed D preferred.

Ten (10) years related experience, including five (5) years at a management level in a school district or county office of education.

Administrative Credential.

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, walk, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. 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 moderate.

**Approved Date:      December 21, 2007**