VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE DIRECTOR, EDUCATOR SUPPORT

BASIC FUNCTION:
Under the direction of the Associate Superintendent, Educational Services, plan, organize and coordinate and direct a variety of programs and services for school districts in the County including comprehensive, staff development and special projects; hire, train, supervise and evaluate the performance of assigned professional, management, technical and clerical staff.

REPRESENTATIVE DUTIES:
Plan, organize, coordinate, and direct the programs, projects, activities and services and operations of Educator Support and Effectiveness related to a broad range of teacher credentialing support, administrator induction programs, and assessment activities, and other administrative-level liaisons; assure proper staffing and allocate personnel and resources to optimize efficiency and effectiveness;

Oversee and direct subject matter content training including curriculum development, implementation of training, assessment/alignment with the *California State Frameworks*, *California Standards for the Teaching Profession*, and *California Professional Standards for Education Leaders,* and training evaluation;

Plan and facilitate job alike meetings with program stakeholders;

Oversee and direct New Teacher Formative Assessment training; including trainer development, school site implementation, program assessment, and evaluation;

Oversee and direct training services including teacher training and administrator training for local school districts;

Oversee and direct special projects; secure grant funding for special programs; direct special programs;

Hire, train, prioritize and assign work, and supervise assigned professional, management, technical and clerical department staff; supervise and evaluate the performance of assigned staff; recommend promotions, transfers, reassignments, terminations and disciplinary actions; assure compliance with personnel policies;

Provide overall direction and technical expertise, information, and assistance to VCOE management and school districts, State personnel, teachers and other clients regarding a variety of teacher credentialing options; advise the Superintendent and Associate Superintendent of unusual trends or issues and recommend appropriate corrective action;

Develop, monitor, and control the department's annual budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines and

limitations; manage grant projects; prepare grants and approve districts for grant allocation;

Direct and participate in the formulation and implementation of departmental policies, procedures, and projects; plan, organize and implement short- and long-term programs and activities designed to develop and promote assigned operations and services; control modifications and revisions to policies and timelines;

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to State-funded grant applications, meeting minutes and others; assure compliance with applicable State and federal codes, rules, laws and regulations;

Communicate with administrators, school district personnel, State representatives and others to coordinate activities and programs, resolve issues and conflicts, and exchange information;

Represent VCOE in the development of agreements, policies, programs and procedures to provide alternative certification support services options to VCOE management and school districts; maintain collaborative relationships with other departments involving teacher credentialing and others;

Provide leadership for VCOE and local districts in new teacher support, administrator induction, and assessment and alternative certification; supervise staff that can interpret codes; and provide training to local districts in areas of teacher assessment and evaluation and other matters;

Provide information to the public on behalf of the County Superintendent including phone calls, correspondence and releases to K-12 teachers, community members, media representatives, university staff and school district officials;

Operate a personal computer and other standard office equipment and

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Planning, organization and direction of credential advisement, alternative certification programs, and new teacher support and assessment programs;
Planning, organization and direction of standards and curriculum development, implementation, assessment/alignment, and evaluation;
Development and implementation of Teacher and Administrator training programs, current principles, practices, methods and techniques of educational reform, program development, teacher licensure, and assessment;
Current curriculum frameworks, codes and materials;
Policies and objectives of teacher induction programs and activities;
Public and private funding sources and grant writing techniques;
Facilitation and staff development;
Budget preparation and control;
Principles and practices of administration, supervision and training;

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures;
VCOE organization, operations, policies and objectives;
Interpersonal skills using tact, patience and courtesy;
Oral and written communication skills.

ABILITY TO:
Plan, organize and coordinate large scale state-funded projects, staff development, and comprehensive evaluation activities;
Represent the department at various committees and hearings;
Skillfully coordinate and deliver staff development workshops for school and district staff;
Train, supervise and evaluate the performance of assigned staff;
Prioritize and schedule work;
Prepare, administer, monitor and control the annual department plan and budget;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and time lines;
Work independently with little direction;
Prepare comprehensive narrative and statistical reports;
Prepare and deliver oral presentations;
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files;
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Master's degree in education and five years experience in curriculum, credential advisement, staff development, special projects management, successful grant writing efforts, and educational leadership experience.

LICENSES AND OTHER REQUIREMENTS:
Valid Teaching Credential and Administrative Services Credential; valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside and outside environmental conditions; subject to driving to County sites to conduct work, including visits to classrooms and program sites; may be required to use personal vehicle in the course of employment; may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings; may be required to work weekends.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print and observe accuracy of reports and documents;
Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects

and to operate computer equipment and standard office equipment;
Hearing and speaking to exchange information and to conduct presentations; and
Sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.