

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, LOCAL DISTRICT SUPPORT

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Educational Services, plan, organize, and provide direction to Local Educational Agencies (LEAs) related to state funding models, e.g., the Local Control Funding Formula (LCFF); plan, organize, and provide direction to LEAs related to state-mandated school accountability initiatives, e.g., the Local Control Accountability Plan (LCAP); organize the review and approval processes of district LCAPs in collaboration with the School Business Advisory Services Department; plan, coordinate, and provide individual, small group and large-group technical assistance and trainings for LEAs in assigned areas; provide support for the implementation of LEAs approved accountability plans; develop, support and review local, state, and federal educational goals, comprehensive school reform programs, school accountability initiatives, Federal Program Monitoring (FPM) and the School Plan for Student Achievement; and supervise and evaluate appropriate staff as necessary.

REPRESENTATIVE DUTIES:

Direct and organize the technical assistance and approval process of the LCAP in Ventura County school districts; provide consultation and technical assistance in district LCAP development; collaborate, consult with and provide technical support to district administrative teams as requested and/or required; establish and maintain collaborative and cooperative relationships and communications with district superintendents, administrators, and other personnel involved in the LCAP processes;

Provide technical expertise, information, presentations and assistance to school districts, and departments within VCOE, regarding local, state, and federal educational goals and comprehensive school reform programs; establish and maintain collaborative and cooperative relationships and communications with state and federal processes;

Analyze data related to mandated responsibilities and obligations regarding state funding and accountability models; provide advice to local LEAs regarding decisions related to LCFF and LCAP; advise VCOE management regarding decisions related to federal funding;

In collaboration with Educational Services, provide technical assistance to local districts and VCOE departments regarding any requirements and/or updates on program monitoring activities including the scheduling, preparation of evidence, and reporting;

Supervise and evaluate the performance of assigned professional and clerical staff; interview and select employees and recommend transfers, termination and disciplinary actions; plan and coordinate training and staff development activities;

Attend local, State, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Current research on district and school reform, effective instructional practices, and strategies that support the closing of the achievement gap for underperforming subgroups;
Applicable sections of State Education Code and other applicable codes, laws, rules and regulation related to assigned activities;
Legislation, regulations and CDE implementation guidelines that impact Local Control Accountability Plans, the Local Control Funding Formula, and the state priorities and associated metrics;
Federal Program Monitoring legislation, regulations and CDE implementation guidelines;
VCOE organization, operations, policies and objectives;
Policies and objectives of assigned programs, services, and activities;
Budget analysis and potential impact of budget on programs;
Principles and practices of administration, supervision and training;
Methods of organizing and maintaining team efforts;
Public speaking, presentation, and facilitation techniques;
Effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, CDE and other state agencies;
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret, apply and explain complex rules, regulations and procedures of State Education Code, and other regulatory agencies;
Plan, organize, control and provide overall direction to a variety of programs and services including but not limited to LCAP development and monitoring;
Direct and participate in the development of policies, procedures, and fiscal decisions;
Maintain current knowledge of program rules, regulations, requirements and restrictions;
Assemble and analyze complex data and situations accurately and adopt an effective course of action;
Plan, prepare and implement innovative actions;
Prepare and deliver oral and written presentations and
Train, supervise and evaluate personnel.

EDUCATION AND EXPERIENCE:

Master's degree in education or related field preferred;
Experience as a site and/or district administrator working with cabinet-level staff;
Experience implementing and/or monitoring district and school/project or site plans, as well as working with state and/or federal categorical programs, project reviews and evaluations;
Experience designing and delivering professional development, as well as facilitating meetings and community groups. Experience with data: CAASPP, CALPADS, School Information Systems is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Valid California Administrative Services Credential.

WORKING CONDITIONS:**ENVIRONMENT:**

Is subject to inside environmental conditions; subject to driving to conduct work; 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.

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

PHYSICAL ABILITIES:

Requires vision (which may be corrected) to read small print, requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required, hearing and speaking to exchange information and to conduct presentations.