

## **VENTURA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DIRECTOR, COUNTY PROGRAM SUPPORT AND ACCOUNTABILITY**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Student Services, supports Ventura County Office of Education Schools in all matters related to Federal and State accountability. Such duties include coordinating the development and implementation of strategic plans including the VCOE Local Control and Accountability Plan (LCAP), Single Plan for Student Achievement, Local Educational Agency Plan, County Plan to Serve Expelled Students and English Learner Master Plan. Monitors progress on goal attainment regularly and works collaboratively with site and VCOE leadership to help implement high impact strategies in support of program compliance and overall program improvement.

#### **REPRESENTATIVE DUTIES:**

Coordinate with key VCOE leadership staff to plan, develop and implement the VCOE LCAP. Serve as a liaison and VCOE point of contact with California Department of Education's Accountability Division for LCAP purposes;

Coordinate VCOE efforts to maintain legal compliance with state and federal accountability systems including: Single School Plan for Student Achievement, Local Educational Agency Plan, Federal Program Monitoring, English Learner Master Plan, School Accountability Report Card, School Safety Plans and Consolidated Application;

Coordinate Ventura County School Attendance Review Board operations to include facilitation of monthly meetings, serve as a liaison with local school districts and law enforcement, data collection and Student Services Collaborative;

Coordinate all VCOE efforts related to the accreditation process through the Western Association of Schools and Colleges (WASC). Collaborate with school Principals and Directors on logistics of site visits as well as the production of self-study and follow up documents;

Actively participate in the development and ongoing activities of Professional Learning Communities throughout VCOE in order to promote a focus on student learning through collaborative reviews of student achievement data, student work samples and instructional strategies;

Coordinate with key VCOE and site leadership staff to plan and provide necessary Teacher and Administrator training related to program compliance and all facets of state and federal accountability systems;

Provide technical expertise, information, and assistance to VCOE management at all levels regarding issues of program compliance and accountability; advises the Associate Superintendent of Student Services of legal and programmatic requirements, changes and trends and recommends appropriate courses of action;

Monitor program implementation and budgetary issues in support of LCAP goals;

Participate in the formulation and implementation of VCOE site policies, procedures, and projects in support of goal attainment and program compliance;

Prepare a variety of narrative and statistical reports, records, and files. Present reports to VCOE leadership, committees, agencies, and the Ventura County Board of Education as required; serve as liaison for VCOE with outside agencies and the State on a variety of issues as appropriate;

Represent VCOE at meetings, conferences, workshops and other activities related to program implementation and best practices supporting goal attainment and program compliance;

Plan, organize, coordinate, and perform a variety of services related to programs, projects, activities, services, and operations in support of VCOE student programs, goal attainment and program compliance;

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

California Local Control and Accountability Plan requirements and processes;

WASC processes and protocols;

State and Federal Accountability Systems including Funding sources and associated accountability requirements;

State mandated assessment system and test administration protocols;

Planning, organization, and program implementation in support of a strategic plan;

Current practice and high impact strategies in working with at-risk student populations and students with disabilities;

Technical skills associated with using databases, on-line and spreadsheet tools to query, disaggregate and generate reports on relevant student achievement data;

Budget allocation and effective use of resources in support of program goals;

California's Dashboard Accountability system and the Dashboard Alternative School Status (DASS);

Interpersonal skills to include collaboration, team building, and decision-making;

Oral and written communication skills.

##### **ABILITY TO:**

Plan, organize and coordinate comprehensive curriculum, assessment, instruction, development, staff development and intervention programs;

Prioritize and schedule work in order to meet schedules and timelines;

Manage budgets in support of goal attainment and program compliance;

Prepare comprehensive narrative and statistical reports and prepare and deliver oral presentations in a compelling format easily understood by a wide variety of audiences;

Maintain current knowledge of high impact strategies in support of at-risk student populations and students with disabilities;

Analyze situations accurately and advise others on an effective course of action;

Work independently with little direction;

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 and assessment, staff development and educational leadership.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Teaching Credential and Administrative Services Credential required; valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**PHYSICAL ABILITIES:**

Hearing and speaking to communicate and exchange information and to conduct presentations and seeing to observe accuracy of reports and documents.

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