

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, INSTRUCTIONAL SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, and develop workshops, coordinate and direct a variety of programs and services for school districts in the County including comprehensive California standards, Spanish Language Standards, English Learners (EL) Roadmap, ELD Standards, Dual language Programs, curriculum and instruction, leadership, assessment, staff development and special projects; hire, train, supervise and evaluate the performance of assigned professional, management, technical and clerical staff.

REPRESENTATIVE DUTIES:

Oversee and direct California Standards and curriculum and assessment services including curriculum development, implementation, assessment/alignment and evaluation;

Oversee and direct subject matter content training including curriculum development, implementation of the California Standards, use of curriculum aligned to the standards, research-based instructional strategies, assessment/alignment with the *California State Frameworks and California Standards for the Teaching Profession*, and training evaluation;

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

Facilitate county level “job alike” meetings;

Provide leadership, cognitive, instructional and technical coaching to leaders of schools and districts in an effort to promote high performing schools and leaders;

Hire, train, prioritize and assign work, and supervise assigned professional, 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, school districts, State personnel, teachers and other clients regarding curriculum instruction, professional development, assessment, special projects and other matters; advise the Superintendent, Associate Superintendent, and Executive Director of unusual trends or issues and recommend appropriate corrective action;

Provide assistance to identified school/district and/or in comprehensive technical differentiated assistance, needs assessment, coordinated school wide planning, professional development, and implementation of systemic and/or research-based school improvement/school change efforts especially as it relates to students’ groups within LCAP goals and the Dashboard;

Facilitate training for school and district leadership teams in school wide improvement strategies; training to promote related family involvement; coordination of improvement efforts into one

comprehensive school plan;

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 gathering, preparation and maintenance of a variety of narrative and statistical reports, records and files related to all students and especially to English Learners and EL programs that allow for monitoring of academic and behavioral progress, including state and federal compliance, continuous improvement, and reclassification;

Represent the Department at State, regional and county meetings, conferences, workshops and other activities; develop and deliver oral and written reports, recommendations and other presentations to committees, agencies, boards, and others; serve as liaison for the county office and school districts with outside agencies and the State on a variety of issues and maintain collaborative relationships with other departments;

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

Leads the implementation of countywide strategic planning, creating linkages with stakeholders: public schools, institutions of higher education, public agencies, and student advocacy groups;

Represent and provide key leadership and engage in strategic planning as a model for innovation and excellence in the fields of bilingualism, biculturalism, biliteracy, and language acquisition for preschool through post-secondary settings;

Promote evidence-based practices reinforcing optimal learning environments that accommodate the linguistic needs of bilingual, bicultural, biliterate students;

Collaborate with county office branches and departments to incorporate the bilingual, bicultural, biliteracy focus within program design across content and related achievement areas;

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of California State Standards curriculum development;

Universal Design for Learning, Positive Behavioral Interventions and Supports, SEL, MTSS implementation, assessment/alignment, and evaluation;

Development and implementation of current principles, practices, methods and techniques of educational reform, program development, instruction and assessment;

Current instructional techniques and materials, California Standards, curriculum frameworks, materials;

Budget preparation and control;

Facilitation and staff development including but not limited to; professional learning communities;

Principles and practices of administration, supervision and training;

Policies and objectives of assigned department programs and activities;

Applicable sections of the State Education Code, California and federal applicable legislation, and

other applicable laws, codes, regulations, policies and procedures;
VCOE organization, operations, policies and objectives;
Interpersonal skills to include collaboration, collective efficacy, team building, and decision-making;
Oral and written communication skills;
Public and private funding sources and grant writing techniques;
Thorough working knowledge of ESSA, including district and school program improvement;
Thorough working knowledge of English Learners, ELD Standards, EL Roadmap, Dual Language Programs and Biliteracy;
Thorough working knowledge of the research, practice, and theory regarding systemic school and district change, improvement science and implementation science;
Extensive knowledge and experience in analyzing, manipulating, and effectively presenting school, county, and state data and
A demonstrated ability to present the required knowledge to others utilizing adult learning theory.

ABILITY TO:

Plan, organize and coordinate large scale state-funded projects, comprehensive curriculum, assessment, instruction, development, comprehensive evaluation activities and special projects;
The skills to coordinate and deliver staff development workshops for school and districts;
The skills and abilities to effectively observe and analyze instructional strategies and techniques;
The ability to work with schools and districts which enroll diverse student populations (e.g., migrant, ethnic or racial minority, English-language learners, foster youth, students with disabilities, low income students, homeless youth, among others);
The ability to use technology related tools; including but not limited to, prepare comprehensive reports including spread sheets to organize and present;
Train, supervise and evaluate the performance of assigned staff;
Prepare, administer, monitor and control workshop budgets;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Analyze situations and adopt an effective course of action;
Prioritize work, meet schedules and timelines and manage multiple calendars;
Work independently with little direction;
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;
Research, teach, and model best practices to address the needs of students participating in a Dual Language Program;
Assist in monitoring school and district's effectiveness and compliance with local, state federal and court ordered requirements related to all programs including Dual Language Programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree and five years curriculum, staff development as well as site principalship and/or district leadership experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Teaching Credential or equivalent and Administrative Services Credential; valid California driver's license. Bilingual / biliterate candidates preferred.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

Sitting for extended periods of time, seeing accuracy of reports and documents, dexterity of hands and fingers to operate computer terminal and equipment, as well as hearing and speaking to communicate and exchange information and to conduct presentations.

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