

## **VENTURA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DIRECTOR, EDUCATOR SUPPORT AND EFFECTIVENESS**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Educator Support and Effectiveness, the Director will support the administrative and teacher multiple/single subjects induction programs, Clear Designated Subjects Credential Program and other aligned programs and services as assigned. The Director will provide a variety of administrative and teacher preparation experiences and activities to a large county office consortium of districts, private/charter schools, administrators, specialists and university faculty; monitor and evaluate programs assuring compliance with CTC accreditation processes and procedures; assure program agreements comply with applicable regulations, policies and timelines; monitor and evaluate consortium services to assure equal access to a high-quality program and timely support for all participants; use knowledge of adult learning theory to develop and deliver trainings for Administrators, Teachers, Mentors and Coaches both online and face to face; collaborate and oversee program delivery learning options; observe, monitor, and evaluate trainings for program implementation; support candidate recruitment and retention.

#### **REPRESENTATIVE DUTIES:**

Provide a variety of professional-level consultations to Statewide teacher preparation programs, County Offices of Education, consortium districts, administrators, specialists and university faculty to assist in planning, implementing and evaluating program standards and services;

Provide updates and professional presentations to Ventura County Consortium representatives regarding components of programs and services;

Develop and review research projects for the Ventura County Consortium;

Monitor and evaluate consortium services to assure equal access to a high-quality program and timely support for all participants;

Assure agreements, activities and projects comply with applicable State and federal regulations, policies and timelines for CTC credential programs;

Provide professional learning, including online learning, to consortium teacher leaders and participants as assigned; discuss issues and concerns and assist in developing and implementing problem resolutions;

Visit sites and/or virtual meetings to observe, evaluate and provide follow-up support and technical assistance to faculty, administrators and coordinators for the implementation of the approved CTC credential programs;

Plan, develop and provide professional learning related to topics of interest to novice and veteran teachers; recruit, instruct and coordinate professional development staff as needed;

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Monitor and assure expenditures remain within budget constraints; assist with the writing of grants;

Prepare and maintain records, files and reports related to assigned programs, services, training and other duties; write and edit articles and other communications to inform educators of Ventura County Consortium programs;

Operate an automobile to drive to various County sites to conduct work; operate a variety of office equipment, including computers with related software; knowledge of videos, books, curricula and other program and support materials;

Provide supervision to program, instructional and clerical personnel as assigned; assist with interviewing and selection of staff; and

Other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and controlling aspects of the CTC Multiple/Single Subject Program Standards, California Professional Standards for Education Leaders and other General Education programs;

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to assignment;

K-12 Academic Content Standards, curricula and instructional strategies for implementation of Common Core State Standards;

Current classroom use of technology for instruction, assessment and data analysis;

Coaching/mentoring techniques and strategies;

Technical aspects, procedures and practices of program administration;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Interpersonal skills using tact, patience and courtesy;

Public speaking and presentations for adults; and Operation of a computer and related software.

**ABILITY TO:**

Disaggregate program data in a meaningful way to guide instructional practice;

Plan, organize and direct assigned programs, budgets, projects and services to school personnel;

Advise, consult, and provide ongoing professional learning, including online learning, to

Consortium school district personnel involved in assigned programs;

Research, develop and direct state-funded projects for the County Office;

Assure agreements, activities and projects comply with the CTC Multiple/Single Subjects Program Standards, California Professional Standards for Education Leaders and other General Education programs as assigned;

Develop, present and provide follow-up for program curriculum and formative assessment materials;

Evaluate and provide work direction to assigned staff;

Prioritize and schedule work;

Direct and review planning projects involving all levels of school personnel;

Maintain current knowledge of program rules, regulations, requirements and restrictions;  
Establish and maintain cooperative and effective working relationships with others;  
Read, interpret, apply and explain rules, regulations, policies and procedures;  
Analyze situations accurately and adopt an effective course of action;  
Work independently with little direction; Prepare and deliver oral presentations; and  
Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Master's degree required. Any combination equivalent to 7 years teaching experience required.  
Experience as a site level administrator required. Experience in secondary education preferred.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California teaching credential and Administrative Services Credential; valid California driver 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.

**HAZARDS:**

Exposure to community members, students, parents, and personnel who may become hostile, disorderly, or exhibit physically aggressive behavior.