

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: ADMINISTRATION**

**CLASSIFICATION: CERTIFICATED**

**JOB TITLE: DIRECTOR - EDUCATIONAL SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent or designee, coordinate program office activities; assist in Local Control Accountability Plan, program activities, research, reports and budgets. Direct, organize, plan, oversee and supervise the operations of the program's instructional programs, instructional resources and special projects and implementation of California Common Core standards; coordinate and oversee the program's comprehensive assessment plan; provide leadership and assistance in the areas of curriculum development and implementation, professional development, assessment, evaluation, categorical programs, community relations and the goals of the Educational Services department; maintain confidentiality regarding all matters and records.

### **REPRESENTATIVE DUTIES:**

Support the Assistant Superintendent of Educational Services to implement the program's vision, mission and goals. **E**

Provide leadership in the coordination of programs in the following areas (all are essential **E**):

- a. Categorical Programs/Consolidated Application (CARS), Title I, Title III, SIP, EIA, EL, GATE, Carl Perkins/Vocational and Alternative Education
- b. Curriculum  
Research and development
- c. Assessment and Accountability  
Testing materials/Test preparation  
Data analysis  
Program evaluation  
Federal and State-mandated accountability programs
- d. Communication  
School Accountability Report Card  
Materials and resources, SPSA  
Maintain professional contacts and attends informational meetings as needed
- g. Grants and Applications  
Research and pursue grant opportunities  
Facilitate state and federal application opportunities such as the Distinguished Schools and Blue Ribbon school recognition programs  
Seal of Biliteracy

Coordinates the Federal, State and assessment programs. **E**

Assumes responsibility for providing, reviewing, evaluating, and reporting results of all federal, State, and district assessment programs to various stakeholders. **E**

Assists in the development of the philosophy, goals, objectives and evaluation of curriculum, instruction, assessment and categorical programs, provide coaching and staff development for various stakeholders. **E**

Participates in program reviews, Federal Program Monitoring, WASC and Curriculum Audits. **E**

Provides leadership that promotes collaborative planning, innovative thinking and exemplary programs and services. **E**

Provides highly visible educational leadership in local schools and the broader community. **E**

Assist in identifying instructional priorities for program development and improvement; develop strategies and training to support identified priorities. **E**

Supervises and coordinates pupil reporting programs and services. **E**

Develops and implements summer school. **E**

Provides leadership for maintaining and improving attendance and disciplinary procedures in the community school. **E**

Oversees the Adult Education program. **E**

Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Colusa County Office of Education's mission, vision and priority goals

Outstanding skills in problem solving and critical-thinking

Communication and interpersonal skills

Planning and managing complex projects

Thorough understanding of curriculum and learning theory

Results-oriented, goal driven, team approach to work

Current tools and techniques utilized throughout the State to assess student performance, including standards-based student accountability system

Strong computer and technology skills including troubleshooting and an ability to communicate about technical difficulties as needed

Instructional coaching

Public and human relations techniques

**ABILITY TO:**

Efficiently interpret, manage, and utilize multiple sets of data in order to best support student's progress

Learn laws, rules, policies, practices and procedures related to public education

Motivate and support staff in reaching high levels of academic success

Engage and work closely with a wide range of stakeholders

Be flexible and revise priorities in accordance with requirements of the Assistant Superintendent or designee

Motivate stakeholders to implement program vision, Board priorities and program goals

Demonstrate a willingness to learn and remain current on educational research, best practices in instruction, curriculum and assessment

Demonstrate strong leadership and effectively present and respond to questions from various stakeholders

Exercise confidentiality

Understand and independently carry out oral and written instructions

Prioritize tasks and manage several tasks simultaneously

Accurately and efficiently, use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job

Successfully use new software programs as required to fulfill the duties of the job

- Use appropriate and correct English spelling, grammar, and punctuation
- Successfully apply current office policies and procedures
- Analyze situations and make decisions on procedural matters without immediate supervision
  - Communicate effectively in both oral and written form
- Establish and maintain effective work relationships with those contacted in the performance of required duties

**EDUCATION AND EXPERIENCE:**

- Valid California Administrative Services Credential
- Valid California Teaching Credential
- Minimum of five years teaching experience

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor environment
- Constant interruptions

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information and assist students in instructional activities
- Dexterity of hands and fingers to operate a variety of instructional equipment
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching to assist students with activities
- Seeing to read a variety of materials
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Lift and carry objects weighing up to 25 pounds

**HAZARDS:**

- Potential for contact with blood-borne pathogens and communicable diseases
- Working directly with juvenile offenders
- Subject to physical harm and contact with abusive individuals

**Employee Group:** Management - Certificated

**FLSA Status:** Exempt

**Salary Schedule:** 703

**Approval Date:** November 2017