

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: EDUCATIONAL

CLASSIFICATION: CERTIFICATED

JOB TITLE: DIRECTOR-CURRICULUM, INSTRUCTION, ACCOUNTABILITY

BASIC FUNCTIONS:

Under the direction of the Assistant Superintendent of Educational Services or designee, oversee professional development, and compliance for Titles II and III, Expanded learning Program and ASES, Beyond SST/504, statewide assessments for county programs. Responsible for coordinating, designing, organizing, and providing materials, strategies, and interventions supporting professional development, including English Learners, curriculum development, and coaching. The Director is responsible for supporting LEAS through professional development and technical assistance related to differentiated assistance.

REPRESENTATIVE DUTIES:

Assist in coordinating county-wide curriculum adoption previews and adoptions. **E**

Provides technical assistance for identified schools and district to support the implementation of core instruction and intervention. **E**

Establish and maintain county office plan for comprehensive school support. **E**

Oversee and maintain county office safety plan. **E**

Coordinate standards-based instructional programs for all education programs of Colusa County Office of Education. **E**

Assist in providing leadership and support for effective instructional practices in all county-operated programs. **E**

Serve as county office designee to bilingual coordinator network. **E**

Ensure access to academic content standards or functional standards as appropriate to a student's IEP. **E**

Provide oversight and technical assistance to LEA ELOP, ASES, and after-school programs. **E**

Assists county programs and schools/districts in the design and implementation of a high-quality professional development program. **E**

Assist county programs, districts, site leadership teams and classroom teachers to implement research-based school improvement practices and instructional strategies. **E**

Manage and maintain county office professional development webpage. **E**

Oversee dashboard for county office. **E**

Oversee and manage all aspects of Farm 2 School implementation. **E**

Supports administrators in curriculum and instructional leadership. **E**

Oversee all state-mandated testing: CAASPP, ELPAC, CAA, PFT and other state assessments. **E**

Assist in developing enrollment and participation opportunities. **E**

Participate in county management and Educational Services meetings. **E**

Coordinates Beyond SST/504 database for districts. **E**

Assists in the review of the Local Control Accountability Plan. **E**

Supports LEAs through professional development and technical assistance related to the writing of the LCAP. **E**

Provides technical assistance for identified schools and district to support the implementation of core instruction and intervention. **E**

Provides direction, assistance and support to improve student achievement by focusing on research-based programs, student assessment results and instructional strategies for at-promise learners including low-income students, English learners, and foster youth. **E**

Provide technical assistance to LEA's Community School implementation and coordination with county and state level agencies. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of instruction, curriculum, professional development and assessment
California State Standards (CCCSS)
California Standards for the Teaching Profession and California Professional Standards for School Leaders
504/IEP Process
Statewide assessments
Curriculum adoption process

ABILITY TO:

Evaluate, manage, collaborate with and lead instructional staff
Use reference material to conduct research
Plan and conduct presentations
Work cooperatively with partner agencies
Work independently and meet timelines
Operate in multi-task environment
Utilize time management techniques to organize and prioritize work
Interpersonal skills to work cooperatively and effectively with individuals and groups and a diverse population
Maintain confidential and sensitive information
Maintain accurate records
Collect and disseminate information
Lift and carry objects weighing up to 25 pounds
Operate a variety of office equipment to perform assigned duties
Operate a computer to complete reports and maintain data
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Masters Degree
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:**

Office and/or classroom setting

Drive a vehicle to conduct work (may include evening or variable hours)

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

Hearing and speaking to exchange information in person or on the telephone

Seeing to read and prepare a variety of documents and reports

Analyze situations accurately and adopt an effective course of action

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Bending at waist, kneeling and squatting

Lifting, pushing, pulling, and carrying objects weighing up to 25 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases Potential for confrontation with dissatisfied persons

Employee Group: Certificated - Unrepresented

FLSA Status: Exempt

Salary Schedule: 703

Approval Date: December 2022