SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III— DIFFERENTIATED ASSISTANCE AND DISTRICT SUPPORT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Equity and Educational Progress and/ or designee, provides leadership and support to local districts in the area of Differentiated Assistance; coordinates support to all districts under Tier l differentiated support; provides targeted technical support and planning to districts identified for Tier II differentiated support. The Director will collaborate with the Director of LCAP Advisory Services and other staff to support the review, approval and implementation of District Local Control and Accountability Plans (LCAPs); assist the County Superintendent/ designee in fulfilling the statutory obligation for Differentiated Assistance and LCAP approval; provides regular updates to the County Superintendent regarding progress of districts and action plans; supervises and evaluates the performance of assigned personnel; and other duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Collaborates with district and school administrators to conduct needs assessments, facilitate local decision- making, conduct assessments, and fulfill other duties as outlined in relevant statute and local implementation plans around Differentiated Assistance.

Provides high- caliber facilitation, professional development, and technical assistance to support Local Contro) Funding Formula (LCFF) implementation.

Provides high- quality and consistent support to districts throughout the development and implementation of Differentiated Assistance plan and to facilitate the approval process of LCAP, ensuring compliance with state policies and procedures.

Ensures that provided coaching and differentiated assistance support are grounded in Improvement
Science.

Ensures that the assistance provided to districts and the collaborative work with other agencies is aligned with the vision of the County Superintendent and the goals of the Santa Clara County Office of
Education.

Works closely with California Department of Education (CDE), California County Superintendents
Educational Services Association (CCSESA), and California Collaborative for Excellence in Education districtsTm /F1 10.56001 Tf 10n6 (CCSESA),)Tj 1 0 0 1 278.160004 208.0Tj 1 0 0 17.76001 Tm /F15.559998m /F1 10.080017 Tf signedServices

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ABILITY TO:

Direct and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Speak and present to groups, facilitate meetings, training programs, and development discussions; Synthesize information, strategically align functional areas and business needs to develop actionable
content, recommendations, and results;

Interpret, apply and explain rules, regulations, policies and procedures;
Operate a computer and assigned office equipment;
Meet schedules and timelines;

Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND