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 Programs/designate

provides leadership and support to local districts in the area of Differentiated Assistance; coordinates support to all districts under Tier I 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 process and ongoing implementation

Trains, and engages with review teams to assist in the development and implementation process of Differentiated Assistance and LCAP and identifying plans to meet the state requirements and timelines.

Uses the CCSESA Differentiated Assistance and LCAP approval manual to guide consistency of the review process and develops recommendations for procedures to implement the guidelines contained in the manual.

Organizes tools and uses practices that support collaboration, timely communication, and

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