

BRIEF DESCRIPTION OF POSITION:

The Director of Student and Staff Support, under the supervision of designated district administrator, plans, organizes and implements district-wide professional development programs for certificated and classified personnel to support the academic success of all students. Assists principals and district administrators in determining professional development needs. Coordinates programs for certificated staff support, academic Response to Intervention (RTI), Beginning Teacher Support and Assessment (BTSA), Peer Assistance and Review (PAR), Professional Learning Communities (PLC), and the district's counseling department. Maintains and prepares teacher recognition programs and awards.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, and implements district-wide staff development programs for certificated and classified personnel. E
2. Develops and implements an annual needs assessment to identify specific training needs of the district's certificated and classified personnel. E
3. Plans and coordinates state and district mandated training for administrative staff. E
4. Assists in planning and developing training outlines in conjunction with other divisions. E
5. Plans and coordinates the participation in training programs of certificated personnel to meet NCLB requirements, and maintains related records. E
6. Plans and coordinates New Teacher Orientation. E
7. Updates district's evaluation procedures and forms for certificated personnel, maintains centralized records of staff evaluations cycles, and disseminates information to stakeholders. E
8. Coordinates with the Associate Principal of Guidance and Intervention and other school personnel the district's counseling and guidance program, and assures full implementation of the district's Counseling Master Plan. E
9. Works with counselors to ensure appropriate placement of students in A-G classes. E
10. Provides direction to the College and Career Technicians. E
11. Supports counselors and College and Career Technicians in the use of district's web-based college and career exploration planning system. E
12. Coordinates freshmen articulation efforts with feeder school districts. E
13. Serves as district's BTSA coordinator, maintains communication with VCOE, assigns teacher support provider to beginning teacher, maintains pertinent records, and monitors budget. E
14. Serves as district's PAR Program chairperson, plans and coordinates PAR meetings and agendas, maintains PAR records and program budget, and advises site administrators on PAR procedures. E
15. Coordinates the district's academic RTI program. E
16. Facilitates the implementation of PLC's at the district and site level. E
17. Maintains district's professional development and meetings calendar. E
18. Monitors and makes recommendations to the Executive Cabinet regarding conference requests.
19. Maintains and prepares teacher recognition programs and awards. E
20. Provides to the Executive Cabinet an annual evaluation report regarding yearly staff development activities. E
21. Performs other tasks and assumes responsibilities as may be assigned by proper authority. E

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Knowledge of District organization, operation, personnel practices, and staffing patterns.
- Knowledge of the credentials issued by the state, the services they authorize, and the standards required for their issuance.
- Ability to plan, organize, prioritize, and manage time for self and others.
- Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
- Leadership skill in facilitating processes such as consensus building and conflict resolution.
- Knowledge of effective administrative and managerial practices and ability to implement them.
- Ability to work effectively with all racial, ethnic, socioeconomic, linguistic, and disability groups.
- Ability to communicate effectively with supervisors, co-workers, community representatives, and District personnel, both individually and as a group.

- Ability to compose and comprehend written communication.
- Ability to observe, evaluate, and utilize subordinates effectively.
- Mobility to travel to other sites/locations.
- Ability to cope with high volume work and multiple tasks.

REQUIREMENTS

WORK YEAR: Certificated Management Work Year

CREDENTIAL: One of the following California credentials or combination of credentials authorizing 7-12 service must be in force and on file in the Office of the Ventura County Superintendent of Schools:

1. Service Credential with a specialization in administrative services
2. Standard or General Administration Credential
3. General Supervision Credential
4. Supervision or Standard Supervision Credential and the appropriate basic credential authorizing service in the area of this class description.
5. Secondary School Administration or Supervision Credential.

EDUCATION: Master's Degree or Equivalent

EXPERIENCE: At least three years of successful full time service in an administrative position(s).
At least five school years of successful full time service in a certificated position to include minimum three years of successful teaching experience (REQUIRED)
Experience in the recruitment, selection, placement, and assignment of teachers and other related personnel functions. (DESIRABLE)

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance.