



**CLASSIFICATION: CERTIFICATED ADMINISTRATIVE**  
**DIRECTOR II – DISTRICT COLLABORATION AND INNOVATION**

**DEFINITION**

Under the direction of the Administrator – Professional Learning & Student Support, the Director is responsible for the development and expansion of networks to create learning and ongoing support for identified areas of need, including program supervision, budget overview, and monitoring of specific activities.

**EXAMPLES OF DUTIES**

Create training for network facilitators;

establish common protocols for networks;

utilize local and statewide data, identify LEAs that are showing highest amount of growth in state indicators and the strategies implemented that have contributed to those results;

create a database of LEAs with identified promising practices in particular indicators or with particular student groups;

provide opportunities for countywide learning of promising practices;

provide coaching for leadership around instructional practices, as necessary;

maintain communication between the department staff and leadership staff;

provide oversight of the operational process of the department to ensure that all commitments to our stakeholders are being properly met and outcomes reached;

oversee the implementation of programs including the budget;

serve as the primary contact for districts participating in programs assigned to the department;

participate in statewide, regional and local activities required of programs as appropriate;

work with personnel to monitor work and assess needs;

supervise, train, and evaluate assigned staff;

provide opportunities for growth and positive team building activities;

act as Interim Superintendent at local school districts as needed, upon direction of the County Superintendent;

perform other duties assigned specific to context of position.

**QUALIFICATIONS**

Knowledge of:

Appropriate leadership skills to supervise and fairly evaluate personnel;

fundamental principles in: quality professional development, effective teaching, and curriculum development;

current trends, innovations, and practices in staff development, curriculum and instruction.

Ability to:

Provide leadership in working with staff;

listen effectively;

communicate effectively both orally and in writing;

provide leadership in the development and implementation of instructional practices and professional development;

effectively structure, organize, and systematize tasks and activities;

manage a budget with accuracy and fiscal accountability.

Experience:

Five (5) years successful experience in an administrative role at a school site and/or district office;

five (5) years successful teaching experience;

successful experience in coordinating and conducting professional development activities.

Education:

Master's degree from an accredited college or university;

must possess a California Administrative Services Credential;

must hold a valid teaching credential.

**CONDITIONS OF EMPLOYMENT**

Some positions may require proof of privately-owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TS: rn

4/11/19

G:\Director II – District Collaboration & Innovation.docx