



Marin County Superintendent of Schools
As Administrative Agent for the
California Collaborative for Educational Excellence

PROFESSIONAL EXPERT POSITION ANNOUNCEMENT

October 1, 2018

Director, Systems Support and Innovation Sacramento – 1.0 FTE California Collaborative for Educational Excellence

THE POSITION:

Under the direction of the Executive Director, the Director of Systems Support and Innovation provides planning and organizing leadership of the operations, activities, educational services, and support functions for the California Collaborative for Educational Excellence (CCEE). The Director of Systems Support and Innovation serves as the main instructional improvement and transformation strategist for technical assistance and support provided to school districts, charter schools, and county offices of education (COEs) by the CCEE. The Director of Systems Support and Innovation will work with CCEE staff, partner organizations, and other stakeholders to investigate problems of practice, develop theories of improvement, and test promising change ideas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leading the identification and research of problems of practice, development of theories for improvement, and testing of promising ideas to support change for school districts, COEs, and charter schools
- Assisting districts in identifying and implementing strategic and intensive interventions for the purpose of providing a system of support focused on increasing student achievement and college and career readiness
- Conducting research for the purpose of developing and supporting improved teaching and learning as well as systemic improvement to improve outcomes for students
- Developing resources, guidance, and professional development activities, that are designed to:
 - Improve the performance of students, including students with disabilities, and students who are low income, English learners, or in foster care; and
 - Enhance teacher and staff understanding of educational practices, instructional strategies, curriculum standards, and instructional material guidelines
 - Create and maintain positive labor/management partnerships within school districts
 - Develop enriched pathways for career and technical education
- Coordinating with school districts, charter schools, COEs, and other agencies within the system of support to increase the use of student data to analyze, develop, and implement plans to improve student academic performance
- Analyzing statewide student data for the purposes of program development to support the statewide system of support and improve outcomes for students

- Developing an evidence-based repository of best practices designed to close achievement gaps
- Assisting school districts, charter schools, and COEs in developing long- and short-range plans, programs, and annual budgets for the purposes of ensuring that district resources are effectively utilized to support student achievement
- Supervises, trains, and evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

SALARY: \$158,730.16- \$175,000.00, commensurate with experience

BENEFITS: Comprehensive benefit package, which includes participation in medical, dental, vision, and life insurance. Paid sick leave, vacation, holidays, and cellphone stipend. Membership in social security and the Public Employees Retirement System (CalPERS) is required (members of the California State Teachers Retirement System (CalSTRS) may elect to remain in CalSTRS).

MINIMUM QUALIFICATIONS:

Education and Experience: Master’s degree in an education-related field required. A minimum of five years leading and coaching improvement efforts in districts and schools, preferably with district office or county office of education experience at the cabinet level.

Knowledge of: California policy context required, including Local Control Funding Formula (LCFF) policy, the Local Control and Accountability Plan (LCAP) process, implementation of Common Core State Standards (CCSS); and A-G subject requirements. Current and effective instructional strategies, curriculum, practices, and research to support student academic success, particularly targeting historically underserved and underperforming student groups. Improvement Science Methodologies and associated theory (e.g., organizational psychology, Deming’s System of Profound Knowledge, Carnegie’s Six Principles, Total Quality Management). Title I, II, III and other federal funding-related improvement planning initiatives. High leverage strategies for engaging education-focused state agencies, local educational agencies, nonprofits, and community partners. Standard practices for engaging local, state, and national news media. Education policy, research, and practice associated with at least one of the following areas: school readiness, early grade literacy, English learners, special education, college and career readiness/CTE, school climate, labor management. Principles and practices of management, supervision and staff evaluation. Basic budgetary practices.

Skills and Ability to: Effectively plan, develop, administer, implement, and evaluate complex programs related to assignment. Establish and maintain effective working relationships with staff, county office, school district personnel, the public, and other related individuals. Analyze issues, create plans of action, and reach solutions; problem solve with data and equipment. Implement and monitor instructional strategies that promote academic achievement and English language proficiency. Develop and maintain program budgets. Read technical information, compose a variety of documents, and/or facilitate group discussions. Meet the frequent travel requirements of the position. Establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel. Work evenings and weekends as needed and perform job safely.

Physical Demands: Hearing and speaking to exchange information and make presentations. Dexterity of hands and fingers to operate a computer keyboard. Driving a vehicle to conduct work. Seeing to conduct inspection of data. Occasional lifting or carrying up to 15 lbs. Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching. Significant fine-finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing.

License: Valid California Driver's License required.

TO APPLY:

Complete the EdJoin application (www.edjoin.org) and attach the following documents:

- Letter of Introduction (must be specific to the Director - Systems Support and Innovation position)
- Current resume

APPLICATION DEADLINE: OPEN UNTIL FILLED- Applications will be reviewed starting October 15, 2018

SELECTION PROCEDURES: The multilevel selection process may consist of assessment activities, an application screening process, interviews for eligibility list placement, reference checks and presentations. Those candidates with the most relevant and suitable background will be invited to participate in the process.

In compliance with the Immigration Control and Reform Act of 1986, the California Collaborative for Educational Excellence/ Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The California Collaborative for Educational Excellence/ Marin County Office of Education prohibits discrimination against and/or harassment of employees and job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.