



California Collaborative for Educational Excellence



MARIN COUNTY
OFFICE OF EDUCATION
building the future... one student at a time

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

PROFESSIONAL EXPERT POSITION ANNOUNCEMENT

2/13/2020

Senior Manager, Instructional Systems and Innovation – 1.0 FTE California Collaborative for Educational Excellence Office Location in California Open to Negotiation

THE POSITION:

Under the direction of the Director of System Support and Innovation, the Senior Manager, Instructional Systems and Innovation will be responsible for providing technical assistance and support in the area of instruction, including academic and social emotional learning and services. When CCEE is identified to support a local educational agency (LEA), the Senior Manager of Instructional Systems and Innovation will assist with the design and implementation of a systemic review of the LEA to identify needs and strategies to improve pupil academic achievement. Based on the results of the systemic review, the Senior Manager will assist in coordinating and facilitating the assistance provided to the school district in collaboration with governmental agencies to provide coherent and effective support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct research of relevant LEA information (i.e. data, reports, leadership and empathy interviews) and develop the systemic review and related activities, including immediate and long term, for providing technical assistance that is tailored to the needs of the local educational agency that will positively impact student achievement, close opportunity and achievement gaps, foster instructional coherence, and create conditions in schools that accelerates teaching and learning.
- Coordinate and engage with multiple partners across the state of California, including CCEE staff, California Department of Education (CDE), Fiscal Crisis and Management Assistance Team (FCMAT), and County Offices of Education (COEs) to determine and debrief support provided to LEA and review progress on performance indicators.
- Utilize strong leadership and social emotional skills that will foster solutions and buy-in within complex situations.
- Manage and assist in the development of CCEE technical assistance systemic review process that is aligned to the legislative statute and CCEE vision and theory of action, including data

analysis, writing quarterly and yearly reports on activities and performance indicators established.

- Understand performance on the state and local indicators, including the California School Dashboard, and develop resources that can support the delivery of technical assistance and contributes to the state system of support.
- Collaboratively work with CCEE leadership to strategize and execute instructional (CCEE) resources, professional learning, and training activities that support the capacity development of local educational agency personnel to improve pupil outcomes on the priorities reflected in the Local Control and Accountability Plan (LCAP).
- Assist with building and managing cadres of expert response team members that can provide technical assistance that is rapid and tailored to the LEAs needs, knowledgeable across key variables that are necessary for sustainable systems and positive outcomes for students, and able to utilize innovative design methods to address chronic challenges.
- Engage in professional outreach to continue building the network of support providers and broadening CCEEs resources in teaching and learning (i.e. best practices, exemplar school/district sites, utilizing innovation)
- Assist other personnel for the purpose of supporting them in the completion of their work activities
- Perform other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

SALARY:

\$115,466- \$127,301

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 (PERS) is required (members of the California State Teachers Retirement System (STRS) may elect to remain in CalSTRS).

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's degree from an accredited college/ university is required; master's degree or higher preferred.

EXPERIENCE:

Three years recent successful administrative experience at a school district, county office of education, or other commensurate educational context is required.

KNOWLEDGE OF:

- Establishing multi-tiered systems of support in the area of academics and social emotional (e.g. RTI and PBIS)
- Building teacher leadership and development in the area of rigorous learning experiences that foster independent learning and thinking, including coaching the Principal in supervising teaching and learning
- Developing and monitoring accountability measures, such as state performance indicators and key performance indicators, and data dialogues
- Implementing systems and structures that allow for executing an instructional vision and strategic direction of curriculum, instruction, intervention, acceleration, and assessment to achieve rigorous

learning and improvement initiatives

- Providing leadership, professional development in instructional practices and coaching regarding supports for culturally and linguistically diverse learners, English learners, and students with disabilities
- Designing and implementing professional development that grows teacher quality and leadership so that all students experience thoroughly planned units of study that broadens their understanding of the world around them and develops their critical and creativity skills
- Applying continuous improvement cycles utilizing data, and coaching strategies (i.e. gradual release and empathy exercises), with teachers, principals and other district leaders
- Evaluating and developing reports for demonstrating the progress of implementing instructional best practice and supporting data/artifacts that leads to higher student achievement and acceleration of student performance
- Organizing and leading large-scale professional development and learning activities
- Organizational operation including school districts, COEs, charter schools, advocacy groups, civil rights groups, philanthropic groups and the media
- Regulations and laws that pertain to the position
- Basic budgetary practices;
- High level public relations skills
- Principles of supervision

SKILLS AND ABILITY TO:

PROJECT MANAGEMENT

- Learn and apply CCEE's administrative regulations, policies and procedures, Board Policies, and California Education Code related to the CCEE
- Schedule, coordinate, and monitor a wide range of activities, tasks, and projects across multiple internal and external teams
- Effectively plan, develop, administer, implement, and evaluate programs related to assignment
- Manage multiple projects, including establishing project deadlines and ensuring that external teams successfully complete projects and activities
- Develop and monitor program budgets
- Analyze issues, create plans of actions, and reach appropriate and effective solutions
- Create and maintain project documentation for internal and external purposes

FACILITATION

- Develop and implement agendas, meeting facilitation guides, and presentations
- Facilitate large, cross-agency meetings with statewide agency partners and lead agencies
- Coordinate, schedule, and manage in-person and virtual meetings

STAKEHOLDER SUPPORT

- Develop systems and processes for establishing and maintaining effective communications both internally and with external partners using a variety of channels and media
- Establish and maintain effective working relationships with staff, statewide agency partners, lead agency representatives, school district and county officer personnel, and other agency personnel

OTHER

- Perform professional level tasks with a need to frequently upgrade skills in order to meet changing job conditions;
- Work evenings and weekends as needed and perform job safely
- Meet the frequent travel requirements of the position, including overnight travel.

CERTIFICATES/CREDENTIALS/LICENSES:

- 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 Senior Manager- Instructional Systems and Innovation position)
- Current resume

APPLICATION DEADLINE: OPEN UNTIL FILLED, applications will be reviewed starting FEBRUARY 27, 2020

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.