

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

**Professional Expert Description
Senior Manager, Instructional Systems and Innovation**

THE POSITION:

Under the direction of the Senior Advisor, 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:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Senior Manager job family, and:

- 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.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Bachelor’s degree from an accredited college/university is required.

EXPERIENCE:

Three years successful administrative experience leading innovation around instructional systems at a school district, county office of education, local educational agency, 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
- Current technologies, both software and hardware, used for preparation and deliverance of presentations
- 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 best practices
- Principles and practices of management, supervision and staff evaluation
- Correct usage of English composition, grammar, spelling, and vocabulary in both written and verbal communications.

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 activities and programs related to assignment
- Manage multiple projects, including establishing and meeting project deadlines and ensuring that external teams successfully complete projects and activities
- Implement and monitor instructional strategies that promote academic achievement and English language proficiency
- 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;
- Communicate effectively both orally and in writing
- Work independently with little direction.
- Work evenings and weekends as needed and perform job safely
- Meet the frequent travel requirements of the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- 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 25 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations
 - a generally hazard-free environment
 - a clean atmosphere.
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands.

CERTIFICATES/CREDENTIALS/LICENSES:

- Valid California driver's license required.