

Job Summary:

Under the direction of the department lead for the Leadership Support Services (LSS) Department, the Mid-State Collaborative Director provides LEAs with support to build systems for student academic success through strategic planning and implementation that align with state and federal program planning requirements. The work includes collaboration with LEA leadership teams and developing and implementing a comprehensive plan for student achievement. The MSC Director's primary role within Tulare County Office of Education's LSS Department is based on state and federal requirements and needs and is primarily related to leading/coordinating the Mid-State Collaborative, a collaborative of 11 county offices formed under the Geographic Lead Agency structure within the California System of Support.

Essential Duties:

- Analyzes data for the purpose of ensuring that districts are meeting and establishing program goals;
- Collaborates with educational organizations and stakeholders for the purpose of developing professional partnerships;
- Communicates/participates with local and state organizations for the purpose of supporting service contracts and staying current and knowledgeable about educational and funding requirements;
- Consults and coaches with administrators/stakeholders for the purpose of developing and implementing a standards-based instructional program connected to the funding source;
- Designs/conducts professional development for the purpose of developing and implementing a funding plan to increase student achievement;
- Develops work plan with school districts and other educational entities for the purpose of providing support as specific to the needs of the school district;
- Consults with internal TCOE staff on matters of state and federal requirements;
- Maintains/submits accurate records and reports for the purpose of ensuring that fiscal and program requirements have been met;
- Provides leadership opportunities for district leaders throughout the county;
- Participates in professional development growth activities for the purpose of maintaining professional knowledge;
- Supervises personnel for the purpose of accomplishing duties as required by the job description;
- Works independently under broad organizational guidelines with supervision focusing on results;
- Directs other persons within the county and division, large work unit and/or across several small work units;
- Determines the use of funds;
- Utilizes significant resources from other work units is routinely required to perform the job's functions;
- Performs other related duties as assigned;

Responsibilities include: The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally, the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Skills:

- facilitation of continuous improvement cycles;
- communicate effectively, orally, in writing and on virtual platforms;
- develop and build relationships;
- engage partners in professional learning;
- develop, coordinate, promote, and evaluate program and resources;
- analyze situations and make decisions without supervision when necessary;
- collaborate with different divisions within the county office;
- operate a computer and related software.
- analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations;
- facilitate and execute group activities;
- plan, organize, and implement recruitment activities in-state and out-of-state;

Knowledge of:

- state and federal program requirements;
- local Control Funding Formula (LCFF) requirements, including Local Control Accountability Plan process;
- California Longitudinal Pupil Achievement Data System (CALPADS);
- adult learning theory and coaching strategies;
- general instructional knowledge per subject area, state assessments and accountability;
- theory regarding learning modalities and learning pedagogies;
- teaching diverse populations;
- current issues related to instruction;
- current principles and methods of instructional techniques and strategies;
- current trends in professional development;
- theory and application of sound professional development practices and group processing techniques;
- latest information regarding funding laws and regulations;

Ability to:

- provide training for employees of the county offices in the collaborative.
- build and maintain collaborative relationships.
- prepare and analyze reports.
- collect, interpret, analyze, and use data.
- interpret and apply policies, procedures, rules, and regulations.
- establish and maintain effective working relationships with diverse groups of people.
- meet deadlines.
- assist in the development of contracts and program guidelines.
- assist in monitoring budget and maintaining fiscal guidelines.
- travel with Tulare County, statewide, or nationwide.
- communicate clearly and concisely both orally and in writing.

Experience Required:

- Three years of experience in a certificated administrative position required.
- Experience with adult learning is preferred.

Education Required:

- Master's degree, required;
- Valid California Teaching or Pupil Personnel Services Credential, required;
- Valid California Administrative Credential, preferred;

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire);
- Must possess an automobile for travel on the job;

FLSA Status: Non-Exempt

April 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.