

## LASSEN COUNTY OFFICE OF EDUCATION

### DIRECTOR, REGIONAL SYSTEM OF DISTRICT SCHOOL SUPPORT (RSDSS)

**TITLE:** Director, Regional System of District School Support (RSDSS)

**QUALIFICATIONS:**

1. Successful experience providing professional development and facilitating adult learning experiences.
2. Experience with Title 1 and Title 3 compliance and monitoring.
3. Broad educational background with knowledge of California Common Core State Standards and state assessments.
4. Possess a valid Teaching Credential with English Learner authorization.
5. Clear Administrative Credential with Master's Degree.
6. Possession of a valid California Driver's License.
7. Such alternatives as the County Superintendent of Schools may find appropriate and acceptable.

**REPORTS TO:** LCOE Educational Services Administrator

**JOB GOALS:** To provide professional development opportunities for district administrators and staff to support full implementation of California State Standards, SMARTER Balanced Assessments, and curriculum in all content areas including all student populations.

To assist district administrators, school districts, and sites in the proper utilization of and compliance with federal funding.

To develop and implement special projects upon the request of the Associate Superintendent, Educational Services or by the County Superintendent of Schools that will benefit the students of Lassen County.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Provides technical assistance on how to analyze data to determine school and district needs for improving instructional practices and to identify instructional improvement priorities for administrators, teachers, and paraeducators.
2. Improves instructional practices by providing ongoing relevant professional development to schools that support full implementation of California State Standards and SMARTER Balanced assessments.
3. Assists in the countywide adoption/implementation process of the California State Board of Education approved instructional materials.
4. Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in districts' educational programs.
5. Monitors and provides on-site expert consultation to schools and districts that is aligned with local, state, and federal mandates and initiatives.

6. Assists in the evaluation process for certificated and classified staff.
7. Provides support for special events.
8. Performs such other tasks and assumes such other responsibilities as the Superintendent may from time to time assign or delegate to him/her.

**PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS OF THE JOB:**

**This list of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.**

- Stand, sit and/or move about for sustained periods.
- Move about in non-traditional instructional environments; i.e., areas of the community.
- Report to multiple worksites in a given day or during the work week.
- Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
- Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the staff member to control at the time.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by County Superintendent.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Superintendent's policy on evaluation of personnel.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Date: \_\_\_\_\_