

## JOB DESCRIPTION

April 2023

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **EXECUTIVE DIRECTOR, LEADERSHIP AND LEARNING COLLABORATIVE**

#### **General Purpose:**

The Executive Director, Leadership and Learning Collaborative (LLC) is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. The Executive Director, LLC provides leadership to Placer County Office of Education (PCOE) Leadership and Learning Collaborative including credential and educator preparation programs. This is a certificated management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Directs programs within the LLC including but not limited to intern credential programs, preliminary credential programs, induction programs, and administrator preparation programs.
- Researches, develops and writes educator preparation programs for submission to California Commission on Teacher Credentialing.
- Consults with Local Educational Agencies (LEAs) throughout the region to determine current and anticipated needs for teacher and/or administrator credentialing and support.
- Develops and implements a process for continuous improvement and analyzes program data for the purpose of program improvement and accreditation.
- Involves program faculty, district leadership, candidates and other relevant stakeholders in the organization, coordination and decision making for educator preparation programs.
- Implements a continuous improvement process for educator preparation programs that identifies program areas of strength and areas for growth and make appropriate program modifications based on those findings.
- Recruits, hires and retains PCOE staff, program faculty and coaches.
- Collaborates with Institutions of Higher Education to implement educator preparation programs.
- Develops and implements planned sequences of coursework and job-embedded experiences to support educator preparation programs.
- Markets and promotes LLC programs locally, regionally and statewide.
- Directs the credential recommendation process and ensures that candidates recommended for credentials have met all requirements.
- Directs program directors, coordinators, coaches and faculty and provides performance feedback.
- Directs professional learning activities for candidates, coaches and faculty in PCOE LLC programs.
- Supervises and evaluates assigned staff and ensures individual and program performance goals are met.
- Prepares a variety of district, county, state and federal reports in order to ensure compliance and/or secure funding.
- Identifies and secures alternative funding including but not limited to grants to support the implementation of educator preparation programs.
- Directs professional development, technical assistance and support for the PCOE LLC.
- Directs and manages assigned LLC programs and ensures compliance with state and federal guidelines.

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- Collaborates with PCOE and district credential analysts and personnel staff.
- Collaborates and communicates with other PCOE departments to support and implement educator preparation services.
- Directs, develops and implements the California Commission on Teacher Credentialing accreditation process for all PCOE educator preparations programs.
- Develops, monitors and adjusts department budgets to support staffing and program implementation.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- A Master's degree in education, social work, psychology, counseling or related field is required.

#### **Experience:**

- Experience as a site, district or county office administrator.
- Experience working as part of a collaborative instructional team.
- Administrative or Principal experience preferred.

#### **Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of educational leadership, including ability to successfully lead change process.
- Knowledge and experience with Special Education programs, policies and practices.
- Knowledge of California's K-12 content standards and expectations for student proficiency differentiating instruction, and formative, student-involved assessment.
- Thorough working knowledge of effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, effective instructional strategies/techniques.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Knowledge of adult learning theory and ability to apply it to professional learning and program development.
- Knowledge of California credentialing systems and processes.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Knowledge and experience with the California Commission on Teacher Credentialing accreditation system and Board of Institutional Review.
- Ability to meet expectation identified in management evaluation.
- Knowledge and experience with Special Education programs, policies and practices.

#### **Required Testing:**

- None

**Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a California Teaching Credential.
- Must possess a California Administrative Services Credential.

**Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

**Work Environment:**

- Work is performed in an office or school environment, continuous contract with staff, and representatives of other agencies.

**Physical Requirements:**

- 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; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 5

Reviewed and Approved:

Superintendent:

Human Resources:

Date:

Date:

4/24/23

4.18.23