

Sacramento County Office of Education Job Description

Classification Title: Director I, Mathematics and Science

DEFINITION

Under general direction, develops, plans, coordinates, and provides curriculum and professional learning and coaching in mathematics; manages delivery of science professional learning for teachers and administrators; provides technical assistance for identified Local Educational Agencies (LEAs) and schools; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

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 classification.)

Curricular Support

Develops, plans, organizes, coordinates, and leads curriculum and professional learning activities and coaching in mathematics, for teachers and administrators in grades TK-12; provides supervision and guidance for curriculum specialists delivering professional learning in science for teachers and administrators in grades TK-12; provides technical assistance for identified LEAs and schools to support the implementation of science and mathematics grade level and intervention programs that address the California Mathematics Content Standards, Next Generation Science Standards and Curriculum Frameworks; assesses LEA curricular support needs and assists identified schools and LEAs in developing coordinated school wide and district-wide curricular and professional learning planning; organizes and implements a systematic and sustained approach to professional learning; assists LEAs, site leadership teams and classroom teachers to implement research-based school improvement practices; assists LEAs and schools to implement California State Board adopted content standards across the system; provides technical assistance and support to educational staff at identified sites as needed.

Program Administration

Establishes and maintains effective communication and cooperative working relationships with clients, staff, and other agencies; maintains program files and record keeping systems; ensures reporting requirements are met; prepares and monitors budgets and expenditures; selects, supervises, and evaluates assigned staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential and a valid California teaching credential with a Mathematics authorization based on student teaching and a bachelor's degree in education or related to mathematics; master's degree preferred; required demonstrated successful experience at the elementary or secondary level includes five years teaching Mathematics, the development, administration and monitoring of mathematics curriculum and instructional programs, and progressively responsible experience in providing professional development in mathematics for grades TK-12.

Knowledge of:

California Mathematics Content Standards, Next Generation Science Standards, and Curriculum Frameworks; teaching and assessment best practices; principles and practices of adult learning theory; effective staff development methods; barriers associated with implementing curricular and instructional programs;

state and local agencies and organizations participating in curriculum and instructional activities and programs; effective communication and collaboration strategies; principles and best practices related to educational data collection and data-driven decision making; funding, budget development and principles of grant management; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices; standard office equipment, software applications, and videoconferencing platforms.

Skill and Ability to:

Provide direction and positive leadership; plan, develop, implement and evaluate curriculum, technical assistance, instructional services and professional learning strategies; advise and assist schools and LEAS with curriculum and instructional programs; collect, analyze, and interpret data to ensure continuous program improvement; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; organize and prioritize work; exercise a high degree of judgment and utilize various strategies in working with various educational partners; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; establish and maintain cooperative and effective working relationships and communication with individuals and groups from diverse backgrounds; communicate accurately and effectively in both oral and written form; effectively transmit knowledge and skills to a variety of educational partners; analyze situations accurately and adopt an effective course of action; develop and meet schedules and timelines; integrate the use of technology to enhance job performance; select, train, supervise, and evaluate the work activities of assigned staff; prepare, monitor and maintain budgets; meet reporting requirements and maintain required records; operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Possession of valid California driver's license; willingness to travel locally using own transportation and willingness to travel within the state as required.

6/2024