

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

Director for 21st Century Learning and Innovation

CLASSIFICATION: Certificated Administrator
SALARY LEVEL: Management Salary Schedule Grade 9
WORK DAY/YEAR: 8 Hrs/Day; 225 Days/year

DEFINITION

Under the direction and supervision of the Superintendent, the Director of 21st Century Learning and Innovation provides leadership and vision to implement the District Goals, conducts research, planning, development, coordination and program evaluation of 21st Century Learning pathways (preschool-post high school) and Innovation systems. The Director provides administrators, certificated and classified staff with the leadership, instructional strategies and techniques to implement 21st Century Learning for all students.

In addition, the Director shall also oversee the implementation of the Career Technical Education Pathways, including serving adults, and work with community colleges and industry partners in developing and implementing articulation plans and other shared agreements. The Director will represent the District in the Mission Trails JPA and other consortiums and will seek out grants and other funding opportunities on behalf of the District.

The Director also supports the Superintendent in forging and strengthening District partnerships with community businesses and organizations that will support in the innovation of learning environments and specialized programs.

The Director shall work collaboratively with the IT Department and District staff to develop an Educational Technology Committee to design and implement a comprehensive educational technology plan to build the capacity of administrators and certificated staff in leveraging technology to maximize the learning environment for students.

The Director will support school improvement efforts by providing coordination and alignment of the Local Control Accountability Plan (LCAP) with school and program plans, focusing on how various metrics will be captured and measured, in order to monitor and adjust action steps. This person will provide support and professional development to principals, leadership teams, professional learning communities and individual teachers related to the appropriate use of metrics. The Director will be responsible for coordinating external providers and assisting the principals with management of resources and progress toward goals as outlined in their School Plans, in alignment with the LCAP..

The Director shall also oversee the budget and compliance reporting requirements of the SIG grant transformation model for Castroville Elementary School for the 2015-2016 school year. The Director will be responsible for collecting and reporting data required by the site, district, State and United States Department of Education; ensuring the school site fully implements all required components of the School Improvement Grant.

SUPERVISOR
Superintendent

QUALIFICATION REQUIREMENTS

- Valid California State teaching and administrative credentials
- Minimum 5 years teaching experience
- Documented successful experience working with 21st Century learning skills and district/school reform efforts
- Previous site/district level administrative experience
- Experience and/or training in data analysis, educational technology, career technology and pathways
- Professional development or coaching experience related to an increase in student achievement

EXAMPLE OF DUTIES

- Articulates the District's mission, instructional philosophy, goals, and objectives using a collaborative process and problem-solving techniques.
- Researches best instructional practices and resource support for school sites leading towards a transformational school effort, which focus on integrating the 21st century learning skills into the instructional program.
- Identify and disseminate information regarding best transformational practices for 21st century learning within classroom instruction, assessments, technology, equity, and leadership and professional development.
- Guide the principals, the leadership teams, and collaborative learning teams with the development of structures and processes that support a Professional Learning Community model, leading staff through best practice and designs for next practice through a blended learning environment.
- Provide direction and coordination for developing pathways/academies and linked learning to support students toward College and Career Pathways.
- Support the use of data analytics and learning analytics to assist the instructional coaches and site leadership in supporting teachers to deliver 21st Century learning opportunities.
- Supervise the District Career Technical Education (CTE) program, including partnerships, Carl Perkins, Regional Occupational Program (ROP) and articulation agreements with community colleges/trade schools/businesses.
- Coordinates with Directors and Principals on the implementation of LCAP metrics to monitor progress for the use of an effective Response to Intervention model, and an effective pathway for English Learners and students with Special Needs.
- Explore innovative programs, which foster improved academic performance for all student populations.
- Conduct program evaluation activities to assess efficacy of implementation and prepare regular reports.
- Assist with the interpretation and reporting of curriculum, instructional programs and services, assessment and evaluation data to District staff and to the community.

- Assist the LEA with coordination of LEA and site responsibilities, including scheduling and delivering professional development, facilitating data analysis and data team meetings as well as coordinating and monitoring all interventions and special programs.
- Assist with the development of formative assessments and support principals and teachers in utilizing assessment results to differentiate instruction.
- Provide direct support to principals, classrooms, and teachers through personal visitation/observation, demonstration teaching and training.
- Participate in cooperative long-range planning with the LEA team and school site teams to include the use of educational technology as a fundamental component of 21st Century learning.
- Demonstrate excellent leadership, organizational and communication skills with the ability to motivate people
- Make the most effective use of resources and reform strategies and practices.
- Perform other related duties as assigned by the Superintendent attending and participating in meetings and activities; and maintaining records (electronic and hard copy) of services provided using formats required. Note: Travel is required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.

Note: This is a management position and is exempt from overtime.

Board Approved: May 2, 2013

Board Approved-Revision: March 12, 2015