

Note: The shaded area is for the Personnel Office use only. Please attach an additional sheet of paper if more space is needed.

	PR NO.	EFFECTIVE DATE
	CLASS TITLE C.E.A II	
DIVISION: Learning Support and Partnership	CURRENT POSITION NUMBER: 174-604-7500-001	POS. CONTROL NO: 2839A
UNIT OR OFFICE NAME:	PROPOSED INCUMBENT (if known):	

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.
Under the direction of the Deputy Superintendent of the Curriculum and Instruction Branch, the incumbent serves as the principal policy and program advisor and manager of the Learning Support and Partnerships Division.

Percent of time Performing Duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
40%	Oversees the development and management of the California Department of Education's (CDE) role in programs, initiatives, and special projects of high priority to the Governor, State Board of Education, Superintendent, and other agency secretaries. Examples include: (1) Integration of the Learning Support into the California education system that enables each student to achieve personal and academic success; (2) Implementation of No Child Left Behind State components as well as the following programs: Safe and Drug Free Schools and communities Program, (3) Development, implementation and evaluation of the State After School Education and Safety program, the federal 21 st CCLC Program, and the regional infrastructure of the California After School partnership; (4) Development of coordinated school health programs, including the provision of guidance on the appropriate administration of medication to students; (5) Development and implementation of effective student support programs, such as the foster youth services, counseling and mental health services, attendance improvement, bullying prevention, dropout prevention, classroom management, career counseling, and suicide prevention; (6) Development, implementation, and evaluation of K-12 service-learning under the 1993 national and Community Services Trust Act; (7) planning and implementation of educational options and alternative education programs, (8) Infusion of youth development into existing education systems and (9) Implementation of the Healthy Start Initiative, including the design of a system for accessing federal medical reimbursements and other sustainability strategies by local education agencies (LEAs) and their partners, (10) supporting the Superintendent's initiative to work collaboratively to close the academic achievement gap.
30%	Provides policy and program leadership, supervision, and direction to six administrators responsible for approximately 100 permanent staff members in the Learning Support and Partnerships Division Office, the counseling and Student Support Office, the Safe and healthy Kids Program Office, the School Health Connections and Healthy Start Office, the After Schools Programs, and the Educational Options Office, in carrying out the

Superintendent's role in interagency, multidisciplinary efforts regarding learning support initiatives. Leadership activities include conceptualizing, designing, implementing, and evaluating policies and programs regarding after school program initiatives, counseling and related student support services, service-learning, coordinated school health and related drug, alcohol, and tobacco programs, safe schools, comprehensive integrated services, youth development, and related services at California public schools.

- 10% In collaboration with other appropriate state and local agencies and department, works with the Deputy Superintendent to develop and coordinate programs of statewide, regional, and local assistance to school districts, county offices of education, and city and county governments to enable them to implement integrated learning support systems. These activities include assisting in designing regional consortia of county offices and school districts to implement healthy Start, the After School Education and Safety Program, the 21st CCLC Program, the Service-Learning Initiative, and in supporting county offices to coordinate the implementation of the federal Safe and Drug-Free School and Communities program and the State Tobacco-use Prevention Program.
- 5% Oversees the coordination of internal Department learning support and partnerships activities through representatives from each of CDE's key branches and divisions; e.g. Workgroup for Interagency School Health, compliance monitoring, and audits.
- 5% Represents the Superintendent on state organizations as appropriate.
- 5% Provides liaison to the educational and external communities on learning support services issues, keeping them abreast of state efforts, including them as appropriate in planning, implementation, and evaluation efforts, and taking leadership in seeking foundation and corporate support where possible.
- 5% Proposes necessary changes in state and federal law and regulations, and monitors all children and youth's learning support and partnerships legislation and regulations to assure continued coordination of programmatic efforts and improved student achievement.