

Sacramento County Office of Education Job Description

Classification Title: Director I, Continuous Improvement and Support

DEFINITION

Under general direction, plans, organizes, and provides direction and technical assistance to Local Educational Agencies (LEAs) and Sacramento County Office of Education (SCOE) related to local, state, and federal funding models and state-mandated school accountability initiatives and systems of support; collaborates in the leadership and coordination of district continuous improvement efforts, including Differentiated Assistance, for the purpose of improving outcomes for all students; 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.)

Local Control Accountability Plan/Local Control Funding Formula

Directs and organizes Local Control Accountability Plan (LCAP) and Local Control Funding Formula (LCFF) technical assistance and support for Sacramento County school districts; organizes the review and approval processes of district LCAPs in collaboration with the SCOE District Fiscal Services Department; provides consultation and technical assistance in district LCAP development; collaborates, consults with, and provides technical support to district administrative teams; establishes and maintains collaborative and cooperative relationships and communications with district and SCOE personnel involved in the LCAP processes; supports the facilitation and writing of the SCOE LCAP, in collaboration with applicable departments and communities; responds to requests from the California Department of Education (CDE) in the approval process for the SCOE LCAP; works collaboratively with applicable school communities to accomplish the requirements in development and stakeholder input, including public hearings and presentations to the Sacramento County Board of Trustees.

Technical Assistance and Support

Collaborates with regional and statewide partners on alignment with Education Code and statutory regulations to ensure LEAs have the support and technical assistance necessary to create optimal conditions for student learning and to ensure adherence to increased or new legislation and/or grant guidelines; provides technical expertise, information, presentations, and assistance to school districts, and departments within SCOE, regarding local, state, and federal educational goals and comprehensive school reform programs; provides leadership to the Planning and Improvement department in providing support and technical assistance to schools eligible for Comprehensive Support and Improvement (CSI); analyzes data related to mandated responsibilities and obligations regarding state funding and accountability models; provides technical assistance to local districts and SCOE departments regarding requirements and updates to program monitoring activities, including scheduling, preparation of evidence, and reporting.

Continuous Improvement and Support

Directs and leads Differentiated Assistance for qualifying LEAs to provide individualized support; collaborates with SCOE's Continuous Improvement Team and departments across the organization to support identified districts in data analysis to identify disparities in student performance and improve outcomes for

all students; co-leads SCOE's system of support to allow for cross-departmental collaboration and coordination of services to districts.

Program Support

Supervises and evaluates the performance of assigned staff; interviews and selects employees; plans and coordinates training and development activities; implements accountability measures and work improvement plans as needed; attends local, State, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential and two years of successful administrative experience required; master's degree in education or related field preferred; desired successful experience includes site or district administration; implementation, oversight or monitoring of district or school project site plans; state or federal categorical program implementation; design and delivery of professional development; and meeting facilitation with education partners and community groups.

Knowledge of:

Current research on district and school reform, effective instructional practices, and strategies that support the closing of the achievement gap for underperforming student groups; applicable sections of State Education Code and other codes, laws, rules and regulations related to assigned activities; CDE implementation guidelines related to LCAP, LCFF, School Plan for Student Achievement, CSI, and state priorities and associated metrics; policies and objectives of SCOE, assigned programs, services, and activities; budget analysis and potential impact of budget on programs; principles and practices of administration, supervision and training; methods of organizing and maintaining team efforts; public speaking, presentation, and facilitation techniques; effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, CDE and other state agencies; interpersonal skills using tact, patience and courtesy.

Skill and Ability to:

Interpret, apply and explain complex rules, regulations and procedures of State Education Code, and other regulatory agencies; plan, organize, control and provide overall direction to a variety of programs and services including but not limited to LCAP development and monitoring; direct and participate in the development of policies, procedures, and fiscal decisions; maintain current knowledge of program rules, regulations, requirements and restrictions; assemble and analyze complex data and situations accurately and adopt an effective course of action; plan, prepare and implement innovative actions; communicate effectively in both oral and written forms; develop and maintain positive and cooperative working relationships with individuals and groups of diverse backgrounds; effectively transmit knowledge and skills to staff; train, supervise and evaluate personnel.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.

3/2022