

Sacramento County Office of Education Job Description Classification Title: Director II, Data, Continuous Improvement, and Support

DEFINITION

Under general direction, plans, coordinates, and directs technical assistance regarding state, regional, county, and local systems of support for the Sacramento County Office of Education (SCOE) and Local Educational Agencies (LEAs); leads and coordinates capacity building and provides direct support for school district leaders and community partners in the areas of data systems, data practices and data-driven decision-making; leads and coordinates continuous improvement efforts, including Differentiated Assistance (DA) to improve 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 (LCAP)

Directs and leads a team to provide support, review, and approve LCAPs and other state and federal requirements to improve student outcomes; coordinates consultation and technical assistance in LCAP development for Sacramento County LEAs; collaborates, consults with, and provides technical support to district administrative teams regarding strategic planning through the use of LCAPs; coordinates the review and approval of district LCAPs in collaboration with the SCOE District Fiscal Services Department; supports the facilitation and writing of district and SCOE LCAPs, in collaboration with applicable departments and communities; collaborates with school communities to develop and document educational partner input, including public hearings and presentations to the Sacramento County Board of Trustees.

Data Support

Directs and leads a team in the development and implementation of data visualization tools and data sharing agreements to expand the capacity of LEAs to engage in data driven decision-making; collaborates with internal and external partners to develop and implement data sharing agreements that facilitate the seamless exchange of information between early childhood, K-12, and higher education systems to support student success through data-driven decision-making; manages data sharing permissions, including organizational role, level and purpose of access, and data formatting; ensures data system structures are in place to effectively manage, link, analyze, and share pooled data; establishes and maintains data governance policies and standards for educational partners and families; provides training and technical assistance for educational partners to increase the effective use of data to inform decisions regarding student services and instructional, administrative, and program supports; leads the development of strategic plans, establishes goals, and recommends policies regarding data governance, including data quality, integrity, security, and confidentiality; plans, organizes, and directs the development and delivery of training materials; facilitates the development and implementation of processes to evaluate educational programs and measure student outcomes, professional development effectiveness, grant compliance, and other metrics; responds to research and evaluation requests from LEAs and community partners; facilitates data analysis to meet state funding and accountability model requirements.

Continuous Improvement

Leads a team in the development and implementation of differentiated assistance for LEAs based on the state accountability system; leads continuous improvement efforts for LEAs in Differentiated Assistance (DA) and supports DA teams in the analysis of data to improve outcomes for all students; assists identified schools in developing coordinated school-wide plans; leads and directs technical assistance and support to schools eligible for Comprehensive Support and Improvement (CSI); facilitates cross-departmental collaboration within SCOE to provide leadership to LEAs in support of school and district improvement countywide; coordinates technical assistance and support to LEAs and SCOE departments regarding local, state, and federal educational goals and comprehensive school reform programs; organizes and implements systematic and sustained professional development that supports continuous improvement and data-based decision-making; provides guidance and resources to LEAs in the development and implementation of the School Plan for Student Achievement (SPSA), and other school improvement initiatives; collaborates and consults with district administrative teams; shares best practices and works with

school communities to develop methods for gathering comprehensive and diverse educational partner input; analyzes data regarding state funding and accountability models

Program Support and Administration

Directs and coordinates support for LEAs to create optimal conditions for student learning and ensure adherence to program, grant, and legal requirements; coordinates and provides technical expertise and assistance to LEAs and SCOE departments regarding local, state, and federal educational goals and comprehensive school reform programs; coordinates assistance to LEAs regarding requirements and updates to program monitoring activities, including scheduling, preparation of evidence, and reporting; establishes and maintains collaborative relationships and communication with internal and external partners; selects, trains, supervises, and evaluates the performance of assigned staff; plans and coordinates training and development activities; implements accountability measures and work improvement plans as needed; conducts research and attends local, State, and regional meetings, conferences, and workshops to maintain current knowledge of data practices, school improvement programs, regulations, and requirements affecting assigned areas; performs other related duties as assigned.

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 experience includes the development, implementation, and assessment of district or school project or site plans, site or district administration, 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 closing the achievement gap for underperforming student groups; laws, rules and regulations related to assigned activities; California Department of Education (CDE) implementation guidelines related to LCAP, Local Control Funding Formula (LCFF), and state priorities and associated metrics; policies and objectives of SCOE, assigned programs, services, and activities; principles and practices of project development, management, implementation, administration, and evaluation; budget development and management; principles and practices of administration, supervision and training; effective leadership, facilitation, and goal-setting strategies; methods of organizing and maintaining team efforts; best practices regarding data collection analysis; public speaking, presentation, and facilitation techniques; effective strategies for establishing and maintaining positive relationships; interpersonal skills using tact, patience and courtesy; standard software applications including standard videoconferencing platforms.

Skill and Ability to:

Direct, organize, and supervise strategic initiatives; understand, apply, and interpret to others complex laws, rules, regulations, and policies related to programs and services; plan, organize, and provide overall direction to a variety of programs and services; direct and participate in the development of policies, procedures, and fiscal decisions; maintain current knowledge of program rules, regulations, requirements and restrictions; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; research, acquire, and evaluate data for effective problem solving and decision making; plan, prepare, and implement innovative actions; communicate effectively in both oral and written forms; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; develop and maintain positive and cooperative working relationships with internal and external educational partners; effectively transmit knowledge and skills to others; present technical information, ideas, and concepts in non-technical terms both individually and in groups; use standard software applications for technical writing, data management, and budget monitoring; effectively select, train, supervise, and evaluate assigned personnel.

Other Characteristics

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