

Sacramento County Office of Education Job Description
Classification Title:
Program Accountability Specialist, Court and Community Schools

DEFINITION

Under general direction, plans, coordinates, implements and evaluates Title I programs and activities related to Juvenile Court and Community School programs; reviews and evaluates independent study programs, including drop-out recovery, and provides guidance and professional development to ensure program quality and compliance; acts as administrative designee and evaluates staff as needed; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Professional, technical and clerical staff 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.)

Title I Implementation & Compliance

Plans, coordinates, implements, monitors and evaluates the compliance and effectiveness of juvenile court and community school Title I programs; assists in Title I budget development and ensures expenditures comply with funding requirements; collaborates with Court and Community School administration and staff to develop and implement evidence-based supplemental curriculum and instructional delivery strategies to promote student achievement; assists educators in identifying appropriate programs and facilitates school site council process related to the selection and approval of programs for improving academic achievement; plans and facilitates teacher and staff professional development on improving student achievement; coaches teachers and staff in the use of innovative and appropriate approaches to learning that support Common Core State Standards; examines data regarding parent engagement and supplemental educational services; prepares and submits reports as required.

Program Accountability & Support

Reviews and evaluates academic programs for quality and effectiveness including independent study, and drop-out recovery programs; ensures program standards, internal policies, procedures, and state requirements are implemented at each site; mentors teachers; recommends, develops and delivers professional development; reviews Court and Community School curriculum requests to ensure alignment with California Common Core State Standards; develops and maintains online resource list of approved curriculum; Coordinates and works with school staff to develop Local Educational Agency Plan; facilitates School Site Councils in the development, approval, recommendation, monitoring and evaluation of Single Plans for Student Achievement which are aligned to the Local Educational Agency Plan; coordinates development and monitoring of Local Control Accountability Plan; oversees Consolidated Application and Reporting System (CARS) coordinating data collection and submission of application, reports and updates; serves as administrative designee for assigned programs evaluating staff, providing support and student discipline as needed in the absence of the program administrator.

Interpersonal Relations/Communications

Establishes and maintains effective communication and cooperative working relationships with staff, administration and other public agencies; facilitates site meetings and group decision making processes; serves as a resource/liaison with other agencies, community services and organizations; maintains effective and timely written and oral communications.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California administrative services credential and demonstrated successful experience as a classroom teacher, counselor or other certificated staff required; alternative education and supervisory/management experience desired.

Knowledge of:

Development processes of adolescents; effective teaching strategies, classroom management systems and data-based decision making; research-based curriculum and professional learning; interdisciplinary approaches to teaching; Framework and State standards in content areas; current trends in educational methods for at-risk youth; effective supervision including selection, training, observation, assessment and evaluation of personnel; effective staff development strategies; resources, products, and practices that support court and community school teachers; student grade and attendance reporting practices; student disciplinary practices and procedures; effective communication techniques including initiating individual and group discussion, listening, clarifying, and facilitating interaction among group members; strategies for dealing with a variety of people from varying educational and socio-cultural backgrounds; goal setting techniques including needs assessment and program evaluation; effective implementation, supervision, and management of budgetary and other management procedures; policies, procedures, and practices governing educational programs.

Skill and Ability to:

Evaluate staff and provide appropriate support in curriculum and professional learning; develop and maintain effective working relationships with individuals and groups; communicate effectively in both oral and written forms; develop and maintain effective cooperative working relationships with individuals and groups; work independently with little direction; develop measurable goals and objectives, set priorities and evaluate progress toward achievement; evaluate program effectiveness; research, assemble, and analyze data and make appropriate recommendations; transmit knowledge and skills to other staff, youth and adults; plan and conduct staff development programs; conduct oral presentations utilizing audio visual equipment and presentation software; learn new technology and adapt to change.

Other Characteristics

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

6/2017