

Sacramento County Office of Education Job Description

Classification Title: Director, Student Programs

DEFINITION

Under general direction leads, plans, and directs the development and implementation of efforts to improve and sustain high-quality court, community, and alternative school full-service instructional programs utilizing a whole-child model in alignment with the California Community Schools Partnership Program (CCSPP) Initiative. Provides leadership, guidance, and professional learning to ensure staff implement positive reinforcement and interaction with students in a specialized instructional environment that provides each student an individual learning plan based on research-based practices including wrap around services, opportunities for career development, transition to post-secondary education and/or career, and is driven by data as part of a cycle of continuous improvement. Performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Classified and certificated 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.)

Program Planning, Coordination, and Implementation

Plans, organizes, coordinates, directs, and evaluates the overall operation of the juvenile court, county community and alternative education school programs to ensure they meet the diverse needs of students and their families and the goals defined by the Sacramento County Office of Education (SCOE) locally adopted accountability system and aligned with CCSPP; facilitates the establishment of site plans aligned with Community Schools whole-child initiatives, which incorporate input from program partners, including staff, students and their families, the community, local school districts and outside agencies; utilizing input from program partners, develops, implements, reviews, and revises curriculum and objectives based on Common Core State Standards, California Content Standards, adopted curricula, CCSPP, Local Control and Accountability Plan (LCAP), Single Plans for Student Achievement and Local Education Agency plans; develops and implements a diagnostic and placement system to ensure appropriate placement of students; facilitates the development and implementation of transition activities to receiving school districts, career and technical training, employment, and post-secondary education agencies.

Leadership and Collaboration

Leads and guides program and site administrators in the establishment and implementation of Safety Plans, emergency and student discipline procedures and the development and maintenance of safe learning environments for students and staff; addresses staff, student, and parent concerns; monitors master schedules; directs efforts to facilitate the growth of community partnerships and align community resources to improve student outcomes and provide an integrated focus on academics, health and social services, youth and community development, and community engagement; leads and supports the design and implementation of effective professional learning to ensure staff deliver a program with an integrated focus on academics, health and social services, youth and community development, and community engagement that supports positive academic, social, and personal growth for all students; solicits and evaluates input from staff, students, and families to ensure instructional programs meet student needs and SCOE requirements; guides site and program leaders in the use of student assessment data to evaluate program effectiveness and student progress; analyzes data and evaluates program to assist in planning to best address current and potential needs and directions of academic program and wrap-around services; as part of the Student Programs leadership team ensures the direction taken by the department parallels the needs of students, their families, districts, industry partners and the community; provides direction, assistance and support in the design of programs to best meet department objectives; collaborates with internal and external partners to implement CCSPP initiatives within Student Programs; assists staff in the identification of resources and development of partnerships that promote and support the effective implementation of the California Community Schools (CCS) Framework; facilitates collaboration between program staff and LEA partners to

develop tools and resources that support the planning and implementation of Community Schools Initiatives.

Administration and Resource Management

Identifies funding opportunities and leads the development of grants and the procurement of resources to support the implementation of sustainable Community Schools Initiatives; implements and complies with Board policy, Administrative Rules and Regulations, and collective bargaining agreements; advises and informs the Superintendent, Deputy Superintendent and Assistant Superintendent regarding all necessary matters of interest with regard to the operation of Student Programs; establishes and maintains cooperative working relationships and develops and utilizes an effective system to maintain communications with program partners, including students and families, school districts, the community, local businesses, Sacramento County Probation, and other outside agencies; selects, assigns, trains, supervises, and evaluates assigned staff; plans, prepares, and administers budgets and exercises proper financial controls; attends school district, community, and outside agency meetings as appropriate; ensures reporting requirements are met.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California administrative services credential and demonstrated successful school-site administrative leadership experience required; preferred experience as a classroom teacher, counselor, or other certificated staff member with knowledge of best practices for supporting students who face challenges to their academic and personal success, including those that are justice involved.

Knowledge of:

State curriculum standards, frameworks, and multi-tiered systems of supports, including CCSP Initiatives and CCS Framework; LCAP and School Plan for Student Achievement guidelines; local, state, and federal resources, requirements, laws, codes, regulations, policies, and procedures governing educational programs; current trends and best practices regarding educational equity, family and community engagement and inclusivity; strategies to increase equity and access for all students; academic and social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction and assessment; methods to support and meet the needs of a diverse population of students, which includes students with disabilities, multilingual learners, and other priority student populations; behavioral and education based mental health needs of students; development processes of youth; educational and community resources and services; effective staff development methods; teaching and assessment best practices; student grade and attendance reporting and disciplinary practices; diverse cultural, educational, and social needs of students and adults; group dynamics and facilitation techniques; principles and best practices related to educational data collection and data-driven decision making; principles and practices of effective project management, including day-to-day operations and long-term project development; goal setting techniques including needs assessment and program evaluation; effective communication and collaboration methods and strategies; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices; principles of funding, budget development and management; and reporting methods.

Skills and Ability to:

Provide direction and positive leadership; develop and maintain an inclusive team that focuses on student achievement; engage staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; develop, implement, and evaluate curriculum and programs; collect, analyze, and interpret data to ensure continuous program improvement; analyze situations accurately and adopt an effective course of action; lead the collection and analysis of data to improve instructional practices and student achievement; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; organize and prioritize work; meet schedules and timelines; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; establish and maintain cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds; communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds; effectively transmit knowledge and skills to a variety of educational and community partners; interpret, apply, and explain laws, rules, regulations, policies and procedures; supervise, manage, direct, and evaluate the work activities of assigned staff; develop, document, and manage processes and procedures; maintain required records; integrate the use of technology

to enhance job performance; operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

7/2023