

Sacramento County Office of Education Job Description

Classification Title: Executive Director, District and School Support

DEFINITION

Under general direction, plans, organizes, and provides direction and technical assistance to Sacramento County Office of Education (SCOE) and Local Educational Agencies (LEAs) related to State, Regional, County, and local systems of support including strategic planning through the use of Local Control Accountability Plans (LCAP); leads and manages curriculum, instruction, and professional development and coaching for teachers and administrators; leads and coordinates continuous improvement efforts for districts, including Differentiated Assistance (DA) 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.)

Plans, organizes and directs SCOE's System of Support; collaborates with administrators across SCOE departments to provide countywide leadership to local educational agencies in support of school and district improvement; provides consultation and technical assistance in LCAP development for Sacramento county LEAs; coordinates the review and approval of district LCAPs in collaboration with the SCOE Fiscal Services Department; serves as a liaison and resource to districts and schools in the development and implementation of the LCAP, School Plan for Student Achievement (SPSA), and other school improvement initiatives; collaborates, consults with and provides technical support to district administrative teams; coordinates development of the SCOE LCAP in collaboration with departments and stakeholders; works with school communities to develop comprehensive and diverse stakeholder input; analyzes data regarding state funding and accountability models; provides technical expertise, information, presentations, and assistance regarding local, state, and federal educational goals and comprehensive school reform programs to school districts and departments within SCOE; leads continuous improvement efforts for districts in DA and supports DA teams in the analysis of data to improve outcomes for all students; leads technical assistance efforts for identified districts and schools to support the implementation of grade level standards and intervention programs that address the California Content Standards, and Curriculum Frameworks; assists identified schools in developing coordinated school-wide planning; organizes and implements a systematic and sustained approach to professional development; leads efforts to support social emotional learning; establishes and maintains collaborative relationships with SCOE administration and staff, as well as program and policy level personnel in LEAs and other state and local agencies; attends local, State, and regional conferences and workshops to maintain current knowledge of 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 including administrative experience at site or district level, implementation and oversight of district and

school/project or site plans, working with categorical programs, project review and evaluation, design and delivery of professional development, and facilitation of meetings and community groups.

Knowledge of:

Current research on district and school reform, effective instructional practices, and strategies that support closing of the achievement gap for underperforming student groups; laws, rules and regulations related to assigned activities; legislation, regulations and CDE implementation guidelines that impact LCAP, the Local Control Funding Formula (LCFF), and state priorities and associated metrics; operations, policies, objectives and organization of the Sacramento County Office of Education; policies and objectives of assigned programs, services, and activities; budget development and management; 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.

Skill and Ability to:

Interpret, apply and explain complex laws, rules, and regulations related to assigned activities; 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; 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; practice interpersonal skills using tact, patience, and courtesy; 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.

4/2020