

Sacramento County Office of Education Job Description

Classification Title: Executive Director, Assessment, Data, and Continuous Improvement

DEFINITION

Under general direction, manages and supervises the coordination and operation of small and large-scale assessment and program accountability/evaluation projects; leads and coordinates technical assistance for Local Educational Agencies (LEAs) in the areas of continuous improvement, data practices and data-driven decision-making to improve outcomes for all students; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in the position within this classification.)

Assessment, Accountability, and Evaluation

- Directs the development and implementation of student assessment, program accountability, and evaluation projects, including statewide grants and contracts;
- Manages large scale assessment contracts with grantors and sub-contractors, ensuring compliance with budget and expenditure requirements;
- Oversees project implementation and report preparation, ensuring all timelines and deadlines are met;
- Facilitates the development and implementation of processes to evaluate educational programs and measure student outcomes;
- Works collaboratively with the California Department of Education, California County Superintendents, California Collaborative for Educational Excellence, local educational agencies and other organizations in the areas of statewide assessment and accountability.

Data Management and Analysis

- Leads the development and implementation of data visualization tools;
- Provides training and technical assistance for educational partners to increase the effective use of data to inform decision making;
- Manages data sharing agreements, including organizational role, level and purpose of access, and data formatting;
- Implements data system structures to effectively manage, analyze, and share pooled data;
- Develops 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 for local educational agencies.

Continuous Improvement

- Leads a team in the development and implementation of Differentiated Assistance (DA) for LEAs based on the state accountability system;
- Supports continuous improvement efforts for LEAs in Differentiated Assistance (DA) and supports DA teams in the analysis of data to improve student outcomes;
- Assists schools in developing coordinated school-wide plans and implementing improvement strategies;
- Leads and directs technical assistance and support to schools eligible for Comprehensive

Support and Improvement (CSI);

- Facilitates cross-departmental collaboration within SCOE to provide countywide leadership to LEAs in support of school and district improvement;
- 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-driven 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;
- Identifies and shares best practices with LEAs to engage school and community partners in collecting comprehensive and diverse educational partner input.

Local Control Accountability Plan (LCAP) and Strategic Planning

- 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 internal and external partners;
- Engages with SCOE school communities to develop and document educational partner input, including public hearings and presentations to the Sacramento County Board of Trustees.

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 design and delivery of professional development and administration of district level projects, plans, or programs including development, implementation, and assessment.

Knowledge of

- Current research on district and school reform, effective instructional practices, assessment, and strategies that support closing the achievement gap for underperforming student groups;
- State and federal laws, rules and regulations related to assigned activities;
- California Department of Education (CDE) implementation guidelines related to LCAP, Local Control Funding Formula (LCFF), SPSA 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;
- Comprehensive Support and Improvement (CSI) strategies;
- Grant and 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, management, and analysis; Public speaking, presentation, and facilitation techniques;
- Effective strategies for establishing and maintaining positive relationships;
- Standard software applications including standard videoconferencing platforms.

Skill and Ability to

- Develop budgets and write grant and contract proposals;
- Direct, organize, and supervise strategic initiatives and complex projects;
- 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;
- Prepare comprehensive reports, write grant and contract proposals while meeting project deadlines;
- Research, acquire, and evaluate data for effective problem solving and decision making;
- Plan, prepare, and implement innovative actions;
- Support schools in developing and implementing coordinated improvement strategies;
- 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;
- Build 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 accessible, 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

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

12/2025

Revised title approved by Personnel Commission 5/14/19, formerly Director III, Research and Evaluation

Revised 6/2012

Approved by Personnel Commission: 1/15/08