

**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