

# **Sacramento County Office of Education Job Description**

## **Classification Title: Director, Local District Support Services**

### **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 funding models and state-mandated school accountability initiatives including the Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP); develops, supports, and reviews local and state educational goals, comprehensive school reform programs, and school accountability initiatives for SCOE; performs related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Deputy Superintendent

### **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.)

Directs and organizes LCAP technical assistance for Sacramento county school districts; organizes the review and approval processes of district LCAPs in collaboration with the SCOE District Fiscal Services Department; provides consultation and technical assistance in district LCAP development; collaborates, consults with and provides technical support to district administrative teams as requested and/or required; establishes and maintains collaborative and cooperative relationships and communications with district superintendents, administrators, and other personnel involved in the LCAP processes; supports the facilitation and writing of the SCOE LCAP, in collaboration with applicable departments and communities; responds to requests from the California Department of Education (CDE) in the approval process for the SCOE LCAP; and works collaboratively with applicable school communities to accomplish the requirements in development and stakeholder input, including public hearings and presentations to the Sacramento County Board of Trustees; provides technical expertise, information, presentations, and assistance to school districts, and departments within SCOE, regarding local, state, and federal educational goals and comprehensive school reform programs; establishes and maintains collaborative and cooperative relationships and communications with SCOE cabinet-level administrators, directors, principals, and other personnel involved in the LCAP; analyzes data related to mandated responsibilities and obligations regarding state funding and accountability models; provides advice to local LEAs, and SCOE regarding decisions related to LCFF and LCAP; in collaboration with the Director, Technical Assistance to Low Performing Schools and Districts, provides technical assistance to local districts and SCOE departments regarding any requirements and/or updates on program monitoring activities including the scheduling, preparation of evidence, and reporting; supervises and evaluates the performance of assigned staff; interviews and selects employees; plans and coordinates training and development activities; implements accountability measures and work improvement plans as needed; attends local, State, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas and performs 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 includes site and/or district administration working with cabinet-level staff, implementation and/or monitoring of district and school/project or site plans, working with state and/or federal 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 the closing of the achievement gap for underperforming subgroups; applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities; legislation, regulations and CDE implementation guidelines that impact Local Control Accountability Plans, the Local Control Funding Formula, and the state priorities and associated metrics; regulations and CDE implementation guidelines; SCOE organization, operations, policies and objectives; policies and objectives of assigned programs, services, and activities; budget analysis and potential impact of budget on programs; 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 with district leadership, county offices of education, CDE and other state agencies; interpersonal skills using tact, patience and courtesy.

**Skill and Ability to:**

Interpret, apply and explain complex rules, regulations and procedures of State Education Code, and other regulatory agencies; plan, organize, control and provide overall direction to a variety of programs and services including but not limited to LCAP development and monitoring; 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; 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.

9/2015