

**Sacramento County Office of Education Job Description**  
**Classification Title: Superintendent Advisor for Local Education Agencies**

**DEFINITION**

Under supervision of the Sacramento County Superintendent of Schools, advises, and collaborates with identified local educational agencies (LEAs) and their superintendents in reviewing, implementing, and monitoring the recommendations of the Systemic Instructional Reviews (SIR) completed by the California Collaborative for Educational Excellence (CCEE). Provides coordinating support among all county offices of education who have LEAs involved in technical assistance with the CCEE.

**DIRECTLY RESPONSIBLE TO**

Sacramento County Superintendent of Schools and Sacramento County Office of Education (SCOE) Deputy Superintendent.

**SUPERVISION OVER**

Management, 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 this classification)

Guides the implementation of Systemic Instructional Review (SIR) for Sacramento local educational agencies (LEAs) identified by the California Collaborative for Educational Excellence (CCEE) and provides assistance and support to other COEs in the implementation of SIR; provides guidance, coaching, and resources to LEAs and their superintendents regarding the latest school quality implementation and research; designs, develops, delivers, facilitates and coordinates school improvement for teachers, administrators, and other educational partners on local, state, and federal accountability policies and programs focused on school improvement as they pertain to SIR; supports school differentiated assistance based on identified needs and data, including the implementation of evidence-based research strategies as described in the SIR; supports the coordination, review, and evaluation of mandated strategic plans, including Local Control and Accountability Plan (LCAP), School Plan for Student Achievement (SPSA), and the SIR in accordance with federal and state guidelines; participates in meetings and collaborates with federal, state, county, and local agencies and maintains current knowledge of state and federal educational legislation and State Board of Education mandates as they pertain to the implementation of the SIR; works in collaboration with team members to create presentations, reports, infographics and other tools to promote the implementation and monitoring of the SIR; performs other duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

Possession of a valid California Administrative Services Credential and a minimum of a bachelor's or higher degree; extensive experience as a Superintendent or leader in a school district, county office of education, or other LEA leading and managing successful district or school improvement efforts and educational improvement programs; experience delivering effective trainings and presentations.

**Knowledge of:**

Superintendent roles, responsibilities, and associated duties related to school improvement; systemic/school improvement strategies, including conducting district and school reviews and applicable federal and state laws and regulations; current research on district and school reform, effective instructional practices, and strategies that support the closing of the achievement gap for underperforming student groups; effective collaboration and partnership-building practices necessary to support districts and schools; federal, state, county, and local policy, practices and programs, including the Local Control Funding Formula, Local Control Accountability Plans, Every Student Succeeds Act, and California's System of Support, including Differentiated Assistance and Direct Technical Assistance processes by Geographic Leads/COE's and CCEE related state priorities and associated metrics; policies and objectives of SCOE; principles and practices of administration and supervision including training, observation, assessment and evaluation; staff development and support techniques; methods of organizing and maintaining team efforts; project management and principles of organization; public speaking, presentation, and facilitation techniques; effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, and other partnering agencies; interpersonal skills using tact, patience and courtesy; methods of effective standard software applications and video-conferencing platforms.

**Skill and Ability to:**

Interpret, apply and explain complex rules, regulations, statutes, and procedures relating to California educational entities and other regulatory agencies; plan, organize, control and provide overall direction regarding a variety of programs and services; 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; facilitate problem-solving amongst program partners; organize work, develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; organize work to meet strict deadlines; plan, prepare and implement systems to achieve long-term goals; communicate effectively in both oral and written forms; articulate a clear and compelling vision and lead others toward implementation; build and maintain positive and cooperative working relationships with individuals and groups of diverse backgrounds; demonstrate cultural competence and a deep understanding of the impact and urgency in addressing issues facing urban and suburban youth and their families; effectively transmit knowledge and skills to others; provide high-quality customer service to internal and external partners at all levels; train, supervise, and evaluate personnel.

**Other Characteristics**

Ability and willingness to travel locally using own transportation and ability and willingness to travel within the state as required.

6/16/2022