

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director of Continuous Improvement, State and Federal Programs

DEPARTMENT: Educational Services

POSITION SUMMARY:

The Director of Continuous Improvement, State and Federal Programs, under the supervision of the Associate Superintendent for Educational Services, provides leadership, supervision and direction to all of the Alternative Education Programs, most State and Federal categorical programs and the District English Language Learner Program.

ESSENTIAL FUNCTIONS:

1. Builds an effective plan and process for implementing, developing and evaluating year-round education, and academic interventions.
2. Gives guidance to site and District personnel in identifying, planning, developing and implementing alternative programs.
3. Develops policies, administrative regulations and guidelines for all alternative programs.
4. Develops contacts with state and national organizations for the purpose of enhancing and improving local programs.
5. Coordinates and provides the necessary in-service for staff to implement targeted programs.
6. Participates in curriculum development, facility planning, personnel and budget functions, and task forces that will enhance the District's state and federal programs.
7. Serves as chief spokesperson for the District on state and federal programs.
8. Evaluates the effectiveness of the various state and federal programs, and makes program modifications, additions and deletions as appropriate.
9. Assists in functions and services in the Educational Services Division as deemed necessary.
10. Coordinates the activities to identify and apply for funding sources to support alternative programs.
11. Establishes and maintains appropriate community and parent advisory groups for the purpose of obtaining input and feedback regarding alternative programs.
12. Directs and evaluates state and federal projects including those funded through Every Student Succeeds Act (ESSA), other state programs and other funding sources.
13. Develops, directs, coordinates and evaluates the District's Local Control Accountability Plan (LCAP). Assists in developing, coordinating and evaluating the District's Smarter School work spending.
14. Develops, directs, coordinates and evaluates early childhood education programs, including Pre-School Programs and Transitional Kindergarten.
15. Coordinates and provides reports on project financial data and prepares final claim forms.
16. Meets with local advisory groups to discuss project applications and requirements.
17. Assists with development of K-12 curriculum including coordination of the District's Curriculum Committees.
18. Receives and investigates parent complaints and processes appeals related to student progress and placement.
19. Supervises, directs and maintains the District Instructional Minutes requirements and the District Instructional Calendars.
20. Develops, directs and coordinates the Foster and Homeless Youth programs.
21. Provides leadership and assistance to site and District personnel in identifying, planning,

- developing and implementing continuous improvement processes.
22. Directs, develops, implements, evaluates and establishes Programs and services for English-Learners District-wide.
 23. Evaluates and supervises the English Language Learning Specialist.
 24. Evaluates and supervises the Long Term English Learner Counselor.
 25. Meets with local advisory groups to discuss project applications and requirements related to English Learners.
 26. Performs other related duties as assigned.
 27. Maintains regular and prompt attendance in the workplace

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Masters Degree and valid Administrative Services credential are required; Doctorate is preferred. Successful experience in the field of education, school budgeting and alternative programs, including year round education preferred. Knowledge and experience of English language learner programs and services. Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Knowledge of business and management principals involved in strategic planning, continuous improvement processes, and resource allocation.
2. Knowledge of operating policies, rules and procedures of the school district.
3. Ability to maintain cooperative working relationships with those contacted in the course of work; apply strong communication skills both orally and in writing, and maintain confidentiality.
4. Ability to prepare comprehensive reports.
5. Knowledge of State and Federal categorical programs
6. Knowledge of English Language Learner programs and services.
7. Ability to select and manage classified and certificated staff with skills and abilities that match school and district needs and enhance program effectiveness.
8. Ability to apply quality management tools to organizational data and make process improvement changes.
9. Ability to apply effective leadership skills.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District and site staff, and the public. In addition, the Director of Continuous Improvement, State and Federal Programs may perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

SALARY: Leadership/Management Salary Range 58

DAYS OF SERVICE: 225 days

Board Approved: TUSD 12/12/00

Revised: TUSD 11/08/05, 06/13/17, 03/13/18