

JOB DESCRIPTION
San Diego County Office of Education

Director, Continuous Improvement LCAP

Purpose Statement

The Director, Continuous Improvement LCAP provides leadership and assistance to schools and districts to improve student outcomes. The Director, Continuous Improvement LCAP plans, directs, and monitors the San Diego County Office of Education (SDCOE) Local Control Accountability Plan (LCAP) approval process for districts and charter schools; directs programs, services, and technical assistance to support the development of high quality LCAPs across the county; provides information and serves as a resource to others; achieves defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines.

Essential Functions

- Provides differentiated direction, assistance, and support to improve student outcomes by focusing on research and evidence-based instructional programs, student assessment results, and instructional strategies.
- Develops and implements an integrated, coordinated, and coherent system of resources, differentiated assistance, interventions, and supports to meet identified school and district needs.
- Directs and coordinates services through a Multi-Tiered System of Support (MTSS) approach to support schools and districts.
- Directs programs, services, and assistance to support the development of high quality LCAPs across the county.
- Collaborates with internal and external personnel (e.g. school district administrators, SDCOE, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and support related to Local Control Funding Formula (LCFF) and developing and implementing the LCAPs.
- Compiles data from a wide variety of sources (e.g. local and state data, needs assessments, annual updates, and LCAP development process, etc.) for the purpose of analyzing issues, ensuring compliance with state policies and procedures, and/or monitoring program components.
- Determines the right organizational structure for the work team and leads the internal SDCOE staff for the purpose of supporting each Local Education Agency in developing plans to meet requirements, district goals, and state requirements and timelines.
- Directs, designs and coordinates LCAP services and resources for districts and charter schools for the purpose of providing services within established timeframes and in compliance with related requirements.
- Designs and facilitates professional learning networks focused on systems improvement, educational leadership, and collaborative practices.
- Facilitates meetings and professional learning opportunities for the purpose of identifying issues, developing best practice recommendations, and supporting other staff; provides current, individualized information and guidance to school districts, and maintains current knowledge to interpret applicable rules, regulations, policies, procedures, contracts in alignment with federal and state requirements.

- Participates in a variety of meetings (e.g. workshops, inter- and intra-district committees, conferences, CDE work groups, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to perform assigned duties.
- Prepares a wide variety of materials (e.g. plans, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches a variety of topics (e.g. courses, materials, training consultants, etc.) and develops new programs and services to support staff training needs.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.
- Serves as a liaison between the county, the California Department of Education, and other groups for the purpose of conveying and/or gathering information regarding LCFF funding and LCAP development.
- Supports the work of school districts staff (e.g. in the design and provision of LCAP support sessions, customize support as needed, etc.) for the purpose of ensuring support in creating goals, actions, and services to meet the needs of all student groups, especially under-performing student groups.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; program evaluation and assessment techniques; and grant development; analyzing budgets; analyzing data; applying curriculum and instructional techniques; classifying data and/or information; comparing results; conducting meetings; facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices, adult learning theory, approved curriculum and instruction materials; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes;

and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions; communicating with diverse groups; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Education: A Bachelor's degree in education, education administration, or related field.

Experience: A minimum of three (3) years of experience as a site, district, or county office administration is required; experience leading a collaborative instructional team is preferred.

Equivalency: A combination of education and experience equivalent to a Bachelor's degree with an emphasis in education, education administration, or related field and three (3) years of site, district, or county office administration experience is required; experience leading a collaborative instructional team is preferred.

Required Testing

N/A

Certificates

Valid CA Administrative Services Credential
Valid CA Teaching Credential
Valid CA Driver's License

Continuing Educ./Training

As required to maintain Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Proof of physical examination including Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 050, 224 days

Created: 10/2016 (as Director, LCAP)

Revised: 4/2018

Executive Director, Human Resources Approval: 4/2018