



## JOB DESCRIPTION

**Position Code:** 291  
**Management Group:** Cabinet  
**Work Days:** 225  
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**POSITION TITLE:** Senior Director, Professional Learning and Innovation

**DEFINITION:** Under direction of the Superintendent, provides leadership and focus for the development, coordination, articulation, implementation, and evaluation of district professional learning and innovation programs; oversees the management, development, and revision of the district's Local Control and Accountability Plan (LCAP); ensures compliance with district standards and applicable state standards and guidelines.

**DIRECTLY RESPONSIBLE TO:** Deputy Superintendent, Schools and Student Support

**SUPERVISION OVER:** Director Continuous Improvement and LCAP, Director Assessment Evaluation and Planning, Coordinators, Certificated, and Classified personnel as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Provides leadership to design, direct, implement and facilitate the district's instructional programs aligned to the District Strategic Plan and LCAP for San Juan USD schools.
2. Oversees the evaluation of the effectiveness of instructional learning programs and ensures compliance with federal, state, and local standards and the California Standards for the Teaching Profession.
3. Collaborates and communicates with executive staff, directors, program managers, and site administrators to assist in the designing, coordinating, and implementing district-wide professional learning initiatives, trainings, and programs.
4. Directs the development and implementation of departmental goals, objectives, policies and procedures.
5. Assists in the development of district policies and procedures and makes recommendations related to curriculum adoption and implementation, professional learning, innovation, and trainings to support instructional quality.
6. Develops and prepares the annual budget for assigned areas of responsibility, analyzes and reviews budgetary and financial data to monitor and authorize expenditures, and evaluates departmental grant proposals, bid requests, and service agreements in accordance with established guidelines.
7. Provides consultative and technical expertise to administrators and other district personnel concerning assigned areas of responsibility through research, best practices and models, and related school reform and design to improve student learning and achievement.
8. Serves as a member of the Superintendent's Cabinet and attends all meetings of the Board of Education.
9. Supervises and evaluates the performance of assigned personnel and assists with disciplinary actions and meetings as necessary.
10. Directs the preparation, maintenance, and communication of a variety of reports, proposals, demonstrations, and presentations related to assigned areas of responsibility.
11. Serves as a liaison for the district in collaborating with school sites, district departments, and community committees and groups.
12. Performs all other duties assigned by the Superintendent of Schools.

## **QUALIFICATIONS:**

### Education and Experience:

Any combination equivalent to a Master's Degree from an accredited college or university; Master's Degree or higher in Educational Leadership is preferred; at least five years of instructional leadership at either the district or site level. Must possess a valid California administrative services credential and a valid California teaching credential.

### Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

### Knowledge, Skills, and Abilities:

- Knowledge of applicable state and federal laws, codes, rules and regulations
- Knowledge of principles, techniques, strategies, research and evaluation of a comprehensive professional learning program in a pre K-12 system
- Knowledge of school-based performance assessment systems, techniques, and technological applications to support improving student learning
- Knowledge of budget preparation and control
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, and the community
- Ability to interpret, apply and explain applicable state and federal laws, codes, rules and regulations and district policies and procedures
- Ability to develop, plan, and conduct professional learning training sessions
- Ability to plan, organize, and direct the work of self and others
- Ability to establish priorities and meet deadlines
- Ability to analyze situations and adopt an effective course of action

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff and the public

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time

- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally to attend meetings and other events

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 7/1/2019