



JOB DESCRIPTION

Position Code: 795
Classified Group: Cabinet
Work Days: 225
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POSITION TITLE: Senior Director, Program Development and Accountability

DEFINITION: Responsible for planning, managing, and conducting evaluation processes to determine effectiveness of programs and services to increase outcomes for targeted student groups; plans, directs, and manages the development and revision of the district's Local Control Accountability Plan (LCAP) including strategic development, management and facilitation of engagement activities as well as coordination of the writing and submission of the plan and evaluation of the actions/services to inform revisions.

DIRECTLY RESPONSIBLE TO: Superintendent of Schools

SUPERVISION OVER: Certificated and classified staff 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. Provide technical, specialized, consultative, advisory and planning services in specified programs and services related to federal and state education programs and district's LCAP.
2. Plan, manage and conduct evaluations of program, actions and services related to the improvement of outcomes overall and specifically for targeted student populations in collaboration with responsible staff and departments.
3. Plan and manage all activities related to the development, writing and completion of the district's LCAP in alignment with current legislation including:
 - a. Ensuring a broad engagement with stakeholders, including parents/guardians, students, staff, and employee groups, individually and in small or large groups, to ensure conversations are inclusive of a diverse set of voices representative of the targeted student populations.
 - b. Collaborating with cabinet and other district and site administrators to ensure understanding of and alignment to the LCAP goals, outcomes and actions throughout the system.
 - c. Overseeing the development and tracking of LCAP metrics aligned to the district's plan including the state's accountability dashboard.
 - d. Refining a consistent cycle of continuous improvement to inform the annual revision of LCAP.
4. Collaborate with district departments to ensure training is provided to principals, school-site councils, special population advisory committees and other district committees to ensure processes, documents and desired outcomes are aligned with district's goals, outcomes and actions, as needed.
5. Inform and advise the cabinet, board and other stakeholders of the status of programs, actions and services including detailed updates on effectiveness, progress noted and engagement activities.
6. Manage and coordinate with external support agencies around areas of technical assistance related to accountability dashboard outcomes.
7. Remain current on the newest information regarding changes to Local Control Funding Formula (LCFF) and LCAP legislation.
8. Attend local workshops on LCAP development and best practices.

9. Supervise assigned staff to ensure cohesive and articulated support of schools and programs.
10. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Must possess a valid California Administrative Services credential and a minimum of five years of experience as a school site or district level administrator; experience in site or district plan development and leading data-driven decision making at a site or district level; experience in designing and conducting evaluation of programs; experience in facilitating meetings and public groups, evaluating delivery of services, conducting project reviews, analyzing current school/district needs or provide support for planning and facilitating the delivery of meaningful professional development.

Licenses and Certifications:

- Valid California 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 local and national research-based best practices and resources; curriculum, standards and effective instructional practices, culturally responsive strategies, and college career readiness
- Knowledge of program evaluation models and strategies, data collection processes and statistical analyses needed to draw valid conclusions
- Knowledge of applicable state and federal laws, codes, and regulations ~~legislation~~ and their specific impact upon identified student groups
- 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 all levels of district staff, stakeholders, 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, stakeholders, the community
- Ability to collect, interpret, and analyze complex technical data
- Ability to analyze situations and adopt an effective course of action

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Frequent travel between district sites

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

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone

- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long 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 and attend conferences/seminars periodically

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: 5/22/2018