

## **DIRECTOR – STRATEGIC INITIATIVES AND SUPPORT SERVICES**

### **DEFINITION:**

Under the general direction of the Assistant Superintendent of K-12 Curriculum and Instruction and the Director of Strategic Initiatives and Support Services is responsible for organizing, leading, and managing the district-wide implementation of culturally sustaining social, emotional, and behavioral supports into a Multi-Tiered Systems of Support (MTSS). In partnership with the Curriculum and Instruction Office, the Office of Attendance and Due Process, and the Office of Social Emotional Learning and Educational Equity, the Director of Strategic Initiatives and Support Services will work to guide the development of professional learning materials, coach site administrators and staff, and work to establish school environments that are affirming to all students and that meet the broad needs of each and every student. This position will be an active member of cabinet leadership and will support the leadership and development of site administrators and various assigned staff. This is a certificated management position.

### **QUALIFICATIONS:**

#### **Experience:**

- A minimum of five years of credentialed teaching experience and five years of administrative experience.
- History of successful leadership in a setting with at-risk youth is preferred.
- Knowledge of, or experience with, county health and human services is preferred.

#### **Education:**

- Master's Degree, preferably in Curriculum and Instruction or Education Administration.
- Possession of a California Administrative Credential.
- Possession of a valid California teaching or other related services credential.

#### **Other:**

- A valid California driver's license.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent of K–12 Curriculum and Instruction or designee, the incumbent will:

- Coordinate the efforts of special projects impacting district-wide, student achievement, nonacademic operations efforts, departments, and activities, as assigned.
- Lead the development of MTSS materials that are connected to existing Positive Behavioral Interventions and Supports (PBIS) and MTSS frameworks.
- Establish grant reporting procedures, deadlines, and activities.
- Develop professional learning materials that support PBIS and MTSS implementation and the integration of social-emotional learning (SEL), culturally sustaining practices, and trauma-informed practices into school systems.
- Provide training, coaching, and technical assistance
- Maintain a continuous flow of information directly with the superintendent's cabinet concerning the overall operation of the district and ensures all communications are aligned with district goals, policies, and procedures.
- Design, develops, and coach individuals and teams on the creation and implementation of strategic initiatives.
- Review program needs based on the analysis of appropriate data and recommend program changes accordingly.
- Encourage effective new practices and methods and assures coordination of divisional activities and other units contributing to school improvement efforts.
- Work with a variety of diverse community groups, including groups representing communities that have been historically marginalized and excluded from school systems.

**DIRECTOR – STRATEGIC INITIATIVES AND SUPPORT SERVICES**

- Provide training, assistance, and support to schools to understand and promote healthy social and emotional development and develops protective factors in all children and their families.
- Encourage the involvement of "non-traditional" community organizations that can provide services that have a positive impact on mental health outcomes for students and families (clubs, sports, volunteer groups, etc.).
- Engage in site visits to assess the adequacy level of district support services and provides appropriate feedback to schools, departments/programs to enhance and adjust district support services.
- Oversee the execution of district-wide policies and initiatives and actively meets with other members of the Superintendent's Cabinet to support the implementation of district-wide goals and initiatives.
- Assist in the development of policy recommendations concerning district operations and community relations.
- Serve as a member of the Superintendent's Cabinet and attends all meetings of the Board of Education.
- Supervise and evaluates the performance of assigned personnel and assists with disciplinary actions and meetings as necessary.
- Work with the Student Data Analyst to prepare a variety of site, district, county, state, and federal reports to track student growth, inform professional practices, and ensure compliance and/or secure funding.
- Attend Board meetings; prepare, and present reports to the Board as requested by the Superintendent; interpret the impact of proposals as necessary.
- Performs other related duties as reasonably assigned.

**KNOWLEDGE OF:**

- California Education Code
- All applicable local, state, and federal laws
- FCUSD operations, policies, and objectives
- PBIS and MTSS data, systems, and practices
- Principles of public and community relations
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in use of computers and assorted software programs

**ABILITIES AND SKILLS:**

- Interpersonal skills using tact, patience, and courtesy
- Skill in use of computers and assorted software programs
- Interpret and administer statutes, regulations, and policies
- Supervise, train, and evaluate the performance of assigned personnel
- Develop systems, policies, standards, and procedures in compliance with applicable Federal, State, and local laws, rules, and regulations
- Plan, organize and direct the work of others and the activities for a department or district-wide
- Analyze situations and adopt an effective course of action
- Establish priorities and meet deadlines
- Analyze and resolve problems with tact and diplomacy
- Understand and follow verbal and written instruction
- Communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Work independently, with minimum direction, and make decisions within the framework of established guidelines
- Work effectively with all levels of district staff, parents, and the community
- Establish and maintain records, and maintain confidentiality of privileged information obtained in the course of work

**DIRECTOR – STRATEGIC INITIATIVES AND SUPPORT SERVICES****PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.