

## **DIRECTOR, SCHOOL IMPROVEMENT AND ACCOUNTABILITY**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Educational Services, plan, organize, control and direct a variety of programs, projects and activities related to assigned District special programs including Title I, Title II, After School Education and Safety Grant programs and funds; oversee spending of supplemental and Common Core funds; facilitate Local Control and Accountability Plan processes; train, supervise and evaluate the performance of assigned personnel.

### **ESSENTIAL JOB FUNCTIONS:**

Plan, organize, control and direct a variety of programs, projects and activities related to assigned District special programs including Title I, Title II, After School Education and Safety Grant programs and funds; administer federal categorical programs to support District goals; assure program compliance with applicable requirements.

Collaborate with the implementation of program improvement requirements; complete District program and special program evaluations; report findings and related information to the Board.

Determine school eligibility for Title I funds; advise site administrators regarding procedures for evaluating Title I and school improvement programs; compile demographic data regarding school sites; rank schools for Title I funding and analyze results in consideration of requirements and District goals; select eligible schools and report results to appropriate entities.

Analyze regulations governing federal programs; establish District procedures to meet related requirements; establish internal controls to assure compliance including procedures manuals, compliance reviews of District sites and purchase certifications; receive federal entitlements and determine allocation to schools in compliance with established regulations.

Coordinate in collaboration with the Director- Education services District professional development options to facilitate increased student achievement.

Evaluate qualitative and quantitative data to assess District and school progress on Local Control Accountability Plan priorities and goals; support the Educational Services department and support other administrators and departments in implementation.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

## **DIRECTOR, SCHOOL IMPROVEMENT AND ACCOUNTABILITY**

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for assigned special programs and funds; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Regulations and policies relating to Title I including Program Improvement.

Title II.

After School Education and Safety Grant.

Online resources relating to State and federal school improvement programs.

CALPADS, ASSIST and other appropriate reporting and information systems.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

#### **ABILITY TO:**

Plan, organize, control and direct a variety of programs, projects and activities related to assigned District special programs.

Collaborate with the implementation of program improvement requirements.

Determine school eligibility for Title I funds.

Analyze regulations governing federal programs.

Evaluate qualitative and quantitative data to assess District and school progress on Local Control Accountability Plan priorities and goals.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

## **DIRECTOR, SCHOOL IMPROVEMENT AND ACCOUNTABILITY**

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

### **EDUCATION AND EXPERIENCE:**

#### **Professional**

*Required:* Master's Degree in business administration, public administration or related field and five years increasingly responsible experience working with Title I functions.

#### **Personal**

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### **CREDENTIAL**

Must possess a Clear Administrative Services Credential.

Must possess a valid California driver's license.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

#### HAZARDS:

Exposure to dissatisfied or abusive individuals.