

EXECUTIVE DIRECTOR OF CONTINUOUS IMPROVEMENT AND STUDENT SERVICES**DEFINITION:**

Under the general direction of the Assistant Superintendent of K-12 Curriculum and Instruction, the Executive Director is responsible for coaching and supporting department and school leaders (Classified and Certificated) in improvement efforts to promote health, wellness, family engagement, and positive climate in order to improve student outcomes. This role oversees the Health and Wellness and Attendance and Due Process departments, as well as school climate, school-based mental health programs and the Community Schools transformation. The Executive Director is responsible for implementation of improvement strategies and systems designed to improve resource alignment and promote evidence based practices within the educational system. The primary objective is to empower department and/or school leaders to maximize their leadership potential and contribute effectively to the success of the district/organization, organizing, leading, and managing the district wide implementation of culturally sustaining social, emotional, and behavioral supports into a Multi-Tiered Systems of Support (MTSS). This position will be an active member of Executive 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 (5) years of credentialed teaching experience and five (5) years of administrative experience.
- Certification in professional coaching and/or Improvement Science is required.
- 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 a Student Services related field.
- Possession of a California Administrative Credential.
- Possession of a valid California teaching or Pupil Personnel services credential.

Other:

- A valid California driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent of Educational Services, the Executive Director of Continuous Improvement and Student Services will:

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- Participate actively in the Superintendent's Executive Cabinet and Cabinet to ensure that improvement efforts across departments are cohesive, aligned, and effectively address student and community needs.
- Coordinate and oversee special projects impacting district-wide student services, non-academic operations, and other assigned activities, ensuring alignment with district culture, goals and priorities.
- Collaborate with department/school leaders to set improvement focused goals aligned to the needs of the organization.
- Provide skill development to enhance leadership skills and overall job performance.
- Provide transition coaching and on-boarding to new leaders in the tenets and processes of continuous improvement, leadership culture and leadership.
- Provide one-on-one and team coaching to support employee development and reaching district goals.
- Lead the development and implementation of systems that support district-wide initiatives focused on student well-being, positive school and district culture, continuous improvement, and operational efficiency.
- Design, develop, and coach individuals and teams on the creation and implementation of strategic initiatives, applying improvement science principles such as cycles of inquiry (Plan-Do-Study-Act) to foster system-wide, continuous improvement and innovation.
- Build and maintain strong collaborative relationships with individuals and teams in various departments to analyze program needs, use data to inform decision-making, and recommend changes that enhance the quality, equity, and effectiveness of student services and district operations.
- Promote effective new practices and ensure coordination across departments and school sites to support student services, operational improvement, and school climate initiatives.
- Build and sustain collaborative relationships with a variety of diverse community groups, including organizations representing historically marginalized and underrepresented populations.
- Provide training, assistance, and support to schools and departments in promoting positive school climates, strengthening protective factors for students and families, and addressing the social and emotional needs of all learners.
- Encourage partnerships with "non-traditional" community organizations that can positively impact mental health and well-being outcomes for students and families (e.g., clubs, sports groups, volunteer organizations).

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- Engage in regular site visits to assess the adequacy and effectiveness of district support services, providing constructive feedback to schools and departments to continuously refine and improve services.
- Assist in the development of policy recommendations regarding district operations, school climate, community relations, and student services.
- Attend meetings of the Board of Education, preparing and presenting reports as requested.
- Supervise and evaluate assigned personnel, providing coaching, support, and leadership to foster professional growth and address performance concerns when necessary.
- Collaborate with the district leaders to prepare site, district, county, state, and federal reports that inform practice, ensure compliance, and help secure funding opportunities.
- Assist with grant-writing to sustain or improve student service related programs.
- Perform other related duties as reasonably assigned.

KNOWLEDGE OF:

- California Education Code
- All applicable local, state, and federal laws
- FCUSD operations, policies, and objectives
- Mental Health, 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

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- 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

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.