



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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| <b>POSITION TITLE:</b>   | <b>Director I,<br/>Continuous Improvement and Support<br/>Educational Services</b> | <b>#6159</b> |
| <b>SALARY PLACEMENT:</b> | <b>Senior Management Salary Schedule<br/>Range 1</b>                               |              |

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services, the Director of Continuous Improvement and Support will engage District/School Leadership Teams in professional learning activities designed to increase their knowledge in the latest research-based district and school improvement strategies. Develop and lead professional learning to address the critical issues facing districts as they work to meet or exceed the requirements of California's federal, state, and local continuous improvement and accountability system. Coordinate training and technical assistance opportunities that focus districts/schools on the use of evidence-based instructional and leadership practices. Assist districts/schools to become better users of data to more effectively target evidence-based intervention programs and improvement strategies within a multi-tiered system of support. Assist districts/schools in developing district/school leadership teams to support high priority schools and student groups.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of classroom teaching experience. Possess a Master's Degree, a California Teaching Credential, and an Administrative Services Credential.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Three years of educational program management and leadership experience. Site administration experience. Expertise in providing professional learning designed to increase educators' ability to implement research-based practices.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- LCFF and the Statewide System of Support
- program evaluation and data collection
- research, development, facilitation, and evaluation of professional learning that is responsive to districts/school needs and incorporates current research- and evidence-based practices
- assigned software

Ability to:

- supervise, lead, and evaluate staff
- manage and oversee budgets
- operate a computer

Possess:

- leadership skills in planning, setting agendas, and facilitating meetings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The Director I series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate in, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. Guide districts to establish and implement effective district/school leadership teams, gather and analyze data, use data to establish school and district priorities, establish, and implement local progress monitoring systems.
15. Align Continuous Improvement and Support work with COE, state, and federal initiatives and other approaches.
16. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.