



JOB DESCRIPTION

Position Code: 794
Management Group: SJAA
Salary Range: 21
Work Days: 225
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POSITION TITLE: Director, Continuous Improvement / Local Control and Accountability Plan

DEFINITION: Under general direction, plans, directs and manages the development and revision of the district's Local Control and 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; oversees related improvement processes in accordance with state and federal regulations.

DIRECTLY RESPONSIBLE TO: Deputy Superintendent, Schools and Student Support

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. Plans, conducts, and manages activities related to the development, writing and completion of the district's Local Control Accountability Plan (LCAP).
2. Ensures the engagement of stakeholders (including parents/guardians, students, district staff, employee groups, etc.) to encompass and represent the diversity of targeted student populations.
3. Communicates with cabinet and other district and site administrators to ensure an understanding of and alignment to LCAP goals, outcomes and actions throughout the system.
4. Provides support to district and site administrators in their data review, annual update and evaluation of the LCAP.
5. Assists in the development of LCAP indicators (including both qualitative and quantitative metrics) and oversees the tracking of data aligned to the district's plan including the state's accountability dashboard.
6. Provides leadership to promote the ongoing continuous improvement of the district's LCAP and makes recommendations for revisions annually or as needed.
7. Provides leadership to promote ongoing continuous improvement through supporting staff and district leaders in identifying and utilizing formative assessment practices.
8. Collaborates with district staff to evaluate programs, actions and services related to the improvement of outcomes overall and specifically for targeted student populations.
9. Remains abreast with the newest information regarding changes to Local Control Funding Formula (LCFF) and LCAP legislation.
10. Collaborates with district departments to provide trainings to site administrators, school-site councils, special population advisory committees and other district committees to ensure processes, documents and desired outcomes are aligned with district goals, outcomes and actions, as needed.
11. Supervises and evaluates the performance of assigned personnel and assists with disciplinary actions and meetings as necessary.
12. Coordinates with external support agencies around areas of technical assistance related to accountability dashboard outcomes.

13. Informs the Superintendent's Cabinet, Board of Education and other stakeholders of the status of programs, actions and services including detailed updates on effectiveness, progress noted and engagement activities.
14. Collaborates with district departments to compile district and school data and prepares reports and presentations to communicate information related to programs.
15. Serves as a liaison for the district and attends trainings on LCAP development and best practices.
16. Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Must possess a valid California Administrative Services credential and a minimum of five years of experience as a school site/district level administrator or county/state/federal educational administrator leadership experience; experience in site or district plan development and leading data-driven decision making at a site or district level; experience in facilitating meetings and public groups, analyzing current school/district needs and providing 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 applicable state and federal laws, codes, and regulations regarding funding, strategic planning, assessment, and accountability and their specific impact upon identified student groups
- 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 applicable district policies and procedures
- Knowledge and skill in use of computers and assorted software programs
- Knowledge and skill in planning and implementing large projects including timeline development
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to interpret, apply and explain applicable state and federal laws, codes, rules and regulations and district policies and procedures
- 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, students, 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 analyze situations and adopt an effective course of action
- Ability to establish priorities and meet deadlines
- Ability to analyze, interpret, and explain data and prepare comprehensive statistical and analytical reports
- Ability to prepare and deliver formal presentations
- Ability to plan, organize, and direct the work of self and others

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).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions

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: 7/1/2019