

MANAGEMENT JOB DESCRIPTION

**EXECUTIVE DIRECTOR OF RESEARCH, ACCOUNTABILITY,
EVALUATION, ANALYSIS, AND INSTRUCTION SERVICES
AND SUPPORT**

JOB SUMMARY:

Under the administrative direction of the Superintendent, provides leadership in the Districtwide Local Control and Accountability Plan (LCAP) progress, coordinates all communications, and serves as liaison to parents, community, and public entities. Serves as direct support and liaison to specific assigned school sites. Provides direct support to target schools. Serves as Cabinet member and Superintendent designee.

ESSENTIAL JOB FUNCTIONS:

- Provides coaching, support, and professional development to principals, teachers, and staff.
- Develops, implements, and oversees the Cultural Proficiency Plan.
- Assists the schools in the preparation and revision of the Single Plan for Student Achievement.
- Serves as coordinator of the District's LCAP to maintain effective communication to all stakeholders and community regarding District programs, activities, and notable events.
- Assists schools with interpretation of the California Education Code as it relates to students and staff.
- Collaborates with other departments to provide linkage and to facilitate direct services to schools.
- Oversees LCAP programs and effectiveness.
- Supports District charter schools.
- Facilitates Districtwide stakeholder input.
- Oversees state and federal accountability programs (categorical funding).
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Applicable Credentials**
Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan), Tier I Administrative Credential.
- **Training and Experience**
Advanced degree in appropriate field (M.S. or Ed.D.). Five years of progressively responsible experience in education administration including serving as site principal. Experience in managing state programs and/or grants preferred. Evidence of highly successful teaching experience.

Management Salary Schedule: Range
BOARD APPROVED: 07/24/07
06/15/10
07/13/16