



Job Description

POSITION TITLE: Division Director JD#6177
Continuous Improvement and Support
Educational Services

SALARY PLACEMENT: Administrative Council Salary Schedule
Range 02

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services, the Division Director of Continuous Improvement and Support will direct a systematic/coordinated approach to Universal and Differentiated Assistance for local educational agencies (LEAs) which includes the following departments: Continuous Improvement and Support, Language and Literacy, State and Federal Programs, Accountability and Assessment, LCAP, and Prevention. Integrate services for LEAs across multiple departments within the Professional Learning and Support branch to ensure LEAs are provided research-based support in all LCFF Priorities. Build division capacity to support District/School Leadership Teams in professional learning activities designed to increase their knowledge and ability to implement effective research-based district and school improvement strategies. Direct and coordinate the development of professional learning designed to address the needs of LEAs as they work to meet or exceed the requirements of the Every Student Succeeds Act (ESSA) and the state accountability system. Direct the coordination of personnel and resources to assist LEAs and their schools to meet the needs of each student served, with a focus on building capacity to sustain improvement and effectively address inequities in student opportunities and outcomes. Lead COE implementation of the state's accountability and continuous system.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, a valid California Teaching Credential, and an Administrative Services Credential. Five years classroom teaching experience. Five years' experience in increasingly responsible management level positions.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

School site administration experience. Expertise in effective research-based district/school improvement strategies and resources. Expertise in coordinating services with a variety of agencies to facilitate district/school improvement. Experience providing professional development on the statewide system of support and accountability model. Expertise in the Multi-Tiered System of Supports framework and California's Statewide Systems of Support.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- program evaluation and data collection
- assigned software
- evidence-based interventions

Ability to:

- communicate effectively with colleagues, Local Educational Agencies (LEA), district personnel, and other educational entities
- supervise, lead, and evaluate staff
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets
- operate a computer
- remain current on research-based, effective instructional practices
- direct the development of intervention tools and systematic plans that support evidence-based instructional practices which are effective at producing results and improving outcomes when implemented

- facilitate the development, organization, delivery and evaluation of professional learning strategies and services for districts and schools in need of differentiated assistance to improve student achievement
- develop and implement a systematic/coordinated approach to differentiated assistance for local education agencies which includes the following departments: Continuous Improvement and Support, State and Federal Programs and Accountability and the Local Control Accountability Plan (LCAP)
- integrate services for districts/schools across multiple departments within Educational Services to ensure districts are provided research-based support in all LCFF Priorities

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a deep understanding of the Local Control Funding Formula (LCFF) components, the Every Student Succeeds Act (ESSA) and the statewide system of support
- 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 Division Director represents Range II of the Administrative Council Salary Schedule and provides a leadership and vision for the organization. This position requires educational management experience.

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, 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. Research, develop, facilitate, and evaluate professional learning that is responsive to districts/school needs and incorporate current research and evidence-based practices.
15. 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 monitoring systems.
16. Improve instructional practices and disseminate information through multiple delivery systems. Provide various levels of technical assistance on how to use data to identify needs and priorities, use of school plan to improve instruction, provide guidance on district activities to improve site-level support.
17. Align department services to support COE, and CDE initiatives.
18. Coordinate the system of support for LEAs.
19. Develop and implement a plan for the coordination for the integration and coordination of county services to support LEAs.
20. All other duties as assigned.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.

4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Analyze situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
8. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
9. Skillfully navigates change with confidence and composure.
10. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
11. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

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 terminal, 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.

4/15/2026 final sc