



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I, Local Control Accountability Program (LCAP) #6086 Educational Services</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range 1</b>

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

A valid California Administrative Services Credential, and a valid California Teaching Credential. Experience in site or district plan development. Experience in leading data-driven decision making at site, or district level.

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

Experience working with schools and/or districts. Experience working across all grade levels. Experience in working with state curriculum/instruction or accountability projects. Experience leading school and district curriculum development and professional development planning and implementation. Five or more years of experience as a site or district administrator.

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

Experience as a public school site/district administrator facilitating meetings and varied public groups; designing and delivering professional development; evaluating delivery of services; implementing and/or monitoring district and school/project or site plan success; conducting project reviews and evaluations; analyzing current school/district data; providing technical support; skill establishing procedures and priorities; facilitating group processes both in schools, districts, and community, and with SJCOE staff; researching appropriate professional development for specific teacher and school/district needs. Possess 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.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of local and national research-based best practices and resources; site or district plan development; 21st century, college and career readiness; curriculum and instruction for diverse populations; California academic standards including ELD.

### **DISTINGUISHING CHARACTERISTICS:**

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

### **SUMMARY OF THE POSITION:**

The Director, Local Control Accountability Program (LCAP) is responsible for reviewing and monitoring Districts' LCAPs and the LCAP process for the Districts. The Director provides leadership and program guidance to departments and districts. The Director also serves as a resource, and provides a high level of facilitation, professional development and technical support to districts about LCAP, State Standards, California Assessment of Student Performance and Progress (CAASPP) System, and current best practices and planning resources. The Director is knowledgeable about state and federal mandates, especially the Local Control Funding Formula. The

Director serves on county, regional and state committees, as appropriate. The Director reports directly to the Assistant Superintendent, Educational Services.

**ESSENTIAL FUNCTIONS:**

1. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
2. Communicate effectively both orally and in writing.
3. Analyze situations accurately and adopt an effective course of action.
4. Work independently with little direction.
5. Meet schedules and timelines.
6. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
7. Prepare reports as needed for program.
8. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
9. Maintain confidentiality on issues concerning program and staff.
10. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
11. Supervise and evaluate staff.
12. Represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
13. Establish and maintain cooperative and effective working relationships with others.
14. Works directly with superintendents, school and district administrators, and teachers to establish needs and provide high-level facilitation, professional development, and technical assistance in support of their LCAP goals and services;
15. Maintains awareness all state and federal mandates, especially those associated with the Local Control Funding Formula (LCFF);
16. Possesses expertise in state and federal legislation, and the specific impact to the specific student groups including English Learners, low-income pupils, foster youth, students with disabilities and other underperforming student groups.
17. Conducts outreach and builds strong relationships and partnerships with district and school personnel.
18. Supports the Assistant Superintendent of Educational Services and collaborates with other managers and divisions in understanding information in the county's LCAPs.
19. Investigates and maintains current best practices and planning resources shown to improve and accelerate learning for all student groups as well as high needs student groups.
20. Works with managers and district contacts to annually review and approve district LCAPs.
21. Understands the district improvement processes as well as local academic review processes.
22. Leads staff in assisting schools and districts in developing immediate and long-term local control accountability plans.
23. Works with staff in the design and provision of customized LCAP support sessions as needed to meet unique district needs.
24. Possesses knowledge of all state standards including Common Core State Standards (CCSS), Next Generation Science Standards and English Language Development (ELD) Standards.
25. Leads staff in providing district, county or statewide training as appropriate.
26. Works across departments and divisions to coordinate work teams.
27. Contracts the development and provision of technical assistance as requested.
28. Maintains LCAP online postings/updates, resources and tools.
29. Supports Districts' in their data review, annual update and LCAP development process;
30. Provide charter school program oversight, review and assistance.
31. Work in partnership and collaborate with SJCOE Business services to provide support to districts.
32. 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 terminal/typewriter, 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.

8/19/2016 final sc

10/11/2016 sc