



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION EXECUTIVE DIRECTOR EDUCATIONAL SERVICES & ACCOUNTABILITY

DEFINITION:

Under the direction of an Assistant Superintendent, the Executive Director of Educational Services & Accountability provides strategic leadership, vision, and executive oversight for countywide initiatives that strengthen instructional systems, student achievement data systems, academic interventions, school climate, and continuous improvement practices. The Executive Director leads the design, implementation, and evaluation of integrated supports for districts and charter schools, ensuring alignment with state priorities, federal requirements, and the California School Dashboard. This position serves as a key advisor to the Superintendent and Cabinet on matters related to school improvement, differentiated assistance, and statewide accountability.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

The following duties represent the Executive Director's leadership scope. They are not intended to be exhaustive but illustrate the strategic and operational responsibilities of the role:

Strategic Leadership & Systems Improvement

- Provide executive leadership for countywide continuous improvement efforts, including SEL, MTSS, school climate, and evidence-based instructional and behavioral supports.
- Lead the development of a coherent, integrated system of differentiated assistance, interventions, and capacity-building supports for districts identified on the California Dashboard.
- Serve as the Superintendent's designee in state, regional, and interagency initiatives related to accountability, improvement, and SEL.
- Establish long-range goals, priorities, and performance metrics for the department and ensure alignment with TCDE's mission and strategic plan.

Oversight of State & Federal Accountability Requirements

- Provide executive oversight for district and charter school LCAP development, monitoring, and approval processes.
- Direct the countywide implementation of ESSA, LCAP, SPSA, CSI, and state priority metrics; ensure compliance with state and federal guidelines.
- Represent TCDE at state and regional meetings; interpret and communicate policy updates, regulatory changes, and implementation guidance to district leaders.

District Support & Capacity Building

- Lead the design and delivery of high-quality professional learning for district and school administrators on continuous improvement, data analysis, SEL integration, and leadership development.
- Mentor and coach superintendents, principals, and leadership teams to strengthen instructional leadership and systems coherence.
- Facilitate professional learning networks focused on systems improvement, student achievement, and collaborative leadership practices.

Collaboration & Interagency Partnerships

- Build and sustain collaborative relationships with CDE, county offices of education, regional leads, community partners, and local agencies to advance SEL and continuous improvement efforts.
- Connect districts with resources, tools, and community partnerships; coordinate ongoing professional learning communities to support implementation.



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Data, Evaluation & Reporting

- Oversee the development of countywide data systems, dashboards, and reporting tools to support district decision-making and accountability.
- Direct the analysis, interpretation, and communication of complex data to inform improvement strategies and evaluate program effectiveness.

Budget, Policy & Organizational Leadership

- Collaborate with TCDE Business Services to ensure alignment between LCAP goals, fiscal planning, and resource allocation.
- Provide executive input on policy development, program design, and fiscal decisions affecting continuous improvement.
- Supervise, evaluate, and develop department staff; foster a culture of collaboration, innovation, and high performance.
- Perform related duties as assigned by the Assistant Superintendent.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A combination of training and experience that demonstrates the required knowledge and abilities is qualifying.

- Valid California Administrative Services Credential.
- Minimum of five (5) years of successful administrative experience, including district- or county-level leadership.
- Demonstrated experience in:
 - Leading district or countywide improvement initiatives
 - Oversight of LCAP, SPSA, ESSA, and/or state and federal categorical programs
 - Designing and delivering professional development for educational leaders
 - Facilitating multi-agency or cross-collaboration
 - Coaching administrators and leading organizational change
- Valid California driver license and evidence of insurance is required.

KNOWLEDGE OF:

- Statewide accountability systems, including LCAP, LCFF, SPSA, ESSA, CSI, and California School Dashboard metrics.
- Current research on continuous improvement, SEL, MTSS, and effective instructional and leadership practices.
- Education Code, federal regulations, and CDE guidance related to assigned programs.
- Principles of executive leadership, organizational development, and strategic planning.
- Budget development, resource allocation, and fiscal oversight.
- Effective communication, facilitation, and public-speaking strategies.
- Methods for building and sustaining collaborative relationships with districts, agencies, and community partners.

ABILITY TO:

- Provide visionary leadership and strategic direction for complex, multi-layered educational initiatives.
- Interpret and apply Education Code, federal regulations, and state guidance to district and county operations.
- Lead large-scale systems improvement efforts and support districts in implementing evidence-based practices.
- Analyze complex data, identify trends, and develop actionable recommendations.
- Communicate effectively with diverse audiences in both written and oral formats.



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- Build trust, collaboration, and shared purpose among district leaders, community partners, and internal teams.
- Supervise, coach, and evaluate staff; foster a culture of continuous learning and improvement.
- Manage multiple priorities, meet deadlines, and exercise sound judgment in high-stakes situations.

PHYSICAL DEMANDS:

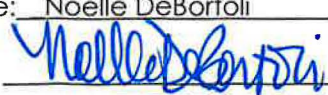
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Mobility:** Ability to sit or stand for extended periods; move about office, school, and community environments; and travel between sites as needed.
- **Lifting/Carrying:** Ability to lift, carry, or move materials and equipment typically weighing up to 25 pounds.
- **Vision:** Ability to read printed materials, view a computer screen for extended periods, and observe presentations, data displays, and student/school environments.
- **Hearing/Speech:** Ability to hear and speak clearly to communicate in meetings, trainings, and presentations, both in person and virtually.
- **Manual Dexterity:** Ability to operate a computer, keyboard, and other office equipment; ability to write, type, and handle documents.
- **Cognitive/Executive Functioning:** Ability to concentrate for long periods, manage multiple priorities, analyze complex information, and make timely decisions.
- **Travel:** Ability to drive or otherwise travel to school sites, meetings, and regional/state events.

The work environment is typically an office or school setting and may involve occasional evening or weekend meetings. The County Office will engage in an interactive process to determine reasonable accommodations for qualified individuals with disabilities.

TERMS OF EMPLOYMENT:

Salary and work year based on experience as determined by the Certificated Management salary schedule and approved by County Superintendent.

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Created: July 1, 2026	Revised: _____
APPROVED	
Print Name: Noelle DeBortoli	Title: Director, Human Resource Services
Signature: 	_____