

## **Job Title: DIRECTOR OF CONTINUOUS IMPROVEMENT, COMPLIANCE AND ACCOUNTABILITY**

### **Definition:**

Under the direct supervision of the Assistant Superintendent of Educational Services, the Director of Continuous Improvement, Compliance and Accountability provides leadership and support to schools and the district to improve student outcomes, as well as in implementing and maintaining compliance with district, state and federal objectives. The Director provides equitable support to site leaders to assist with the assimilation and implementation of new information, and serves as a resource to school personnel, cabinet and the school board. The Director develops, monitors and facilitates the implementation of the Local Control Accountability Plan (LCAP) and school plan approval process for the district and associated charter schools. The Director provides programs, services, and technical assistance to support the development of high quality School Plans for Student Achievement and achieves defined objectives through a continuous improvement model.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbent in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops, plans and leads continuous improvement efforts at the site and district levels.
2. Facilitates school reviews measuring best practices, areas of strength, and helps staff identify opportunities for improvement through a comprehensive needs assessment.
3. Provides professional development in continuous improvement methodologies.
4. Collaborates with site leadership to identify and prioritize process improvement strategies.
5. Functions as a continuous improvement expert to train and lead Instructional Leadership Teams.
6. Coordinates the development of the Local Control and Accountability Plan (LCAP).
7. Provides leadership for sites on the development of the School Plans for Student Achievement (SPSA).
8. Provides differentiated assistance and support to improve student outcomes by focusing on research and evidence-based instructional programs, student assessment results, and instructional strategies.
9. Develops and implements an integrated, coordinated, and coherent system of resources, differentiated assistance, interventions, and supports to meet identified school and district needs through a Multi-Tiered System of Support (MTSS) approach.
10. Collaborates with internal and external personnel (e.g. school district administrators, public agencies, community members) for the purpose of developing, implementing and/or maintaining LCAP services and support for the district and associated charter schools.
11. Compiles and reports data from a wide variety of sources (e.g. local and state data, needs assessments, annual updates, and LCAP development process) for the purpose of analyzing issues, ensuring compliance with state policies and procedures, and monitoring program components.
12. Designs and facilitates professional learning networks focused on systems improvement, educational leadership, and collaborative practices.
13. Participates in a variety of meetings (e.g. workshops, inter- and intra-district committees, conferences, CDE work groups) for the purpose of gathering information to support staff training needs and inquiries from staff and district personnel.
14. Facilitates meetings and professional learning opportunities for the purpose of developing best practice recommendations, and supporting staff with current information on rules, regulations, policies, procedures, and contracts in alignment with federal and state requirements.
15. Serves as a liaison between the county, the California Department of Education, and other groups for the purpose of conveying and/or gathering information regarding LCFF funding and LCAP development.

16. Supports the individualized work of school district staff for the purpose of ensuring support in creating goals, actions, and services to meet the needs of all student groups, especially under-performing student groups.
17. Supports the implementation and monitoring of both state and federal programs at the district level including Title I and III programs.
18. Supports sites and district in conjunction with the business office for the development and monitoring of school budgets and to ensure that budgets are spent in a manner appropriate to the identified programs.
19. Oversees all aspects of Charter School authorization.
20. Supports family and parent involvement activities.
21. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives and parameters found in the Board's strategic plan.
22. Conducts compliance audits for the district on an annual basis to ensure a compliant system within the district.
23. Facilitates the implementation of equitable services with private schools located within and outside of the district's boundaries.
24. Performs other related duties as assigned

### **Minimum Knowledge, Skill and Ability**

#### **Knowledge of:**

- General, special, and gifted education structures
- Grant acquisition, budgets and implementation
- Standards-based instruction and curriculum theory and practice
- Components of Every Students Succeeds Act
- Strategic planning and resource allocation for educational programs
- Coaching and supporting educational leaders
- Quality frameworks, including but not limited to, Professional Learning Communities
- Training in Improvement and Implementation Science
- Categorical and federally funded programs
- School Plan for Student Achievement planning, implementation and monitoring
- District Policies and procedures
- Document management techniques
- Computer programs and related software
- School site practices and management

#### **Skill and Ability to:**

- Maintain professional confidentiality
- Establish a structure for strong parent/professional partnership in district programs
- Work amicably with school community, district personnel, supervisors, departments, parents and students
- Provide leadership in coordination of continuous learning goals and District initiatives
- Conduct a comprehensive needs assessment
- Produce written reports
- Maintain accurate records
- Communicate effectively, both orally and in writing

#### **Training and Experience:**

- MA/MS Degree in Educational Administration or related field
- Appropriate Administrative Credential
- Five (5) years of classroom experience and five (5) years of administrative experience
- Experience with state and federal programs

Board:

**Desired Qualifications:**

- Demonstrated leadership involving increasing levels of responsibility
- Current First Aid/CPR certificate

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance.
- Is subject to inside and outside environmental conditions.
- Required to work at computer for prolonged periods.
- May be required to attend periodic evening and weekend meetings and travel within and outside of the district boundaries to attend meetings.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
- Must have a valid California driver's license and be insured.
- Utilize own vehicle for transportation as needed.

### PHYSICAL REQUIREMENT INFORMATION

Physical Demands	HPD = Hrs. Per Day		
	Rarely (0-1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3-6 HPD)
Sitting			X
Standing		X	
Walking			X
Bending (neck)	X		
Bending (waist)		X	
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground		X	

	Lifting			Carrying		
	Rarely (0-1.5 HPD)	Occasionally (15.-3 HPD)	Frequently (3-6 HPD)	Rarely (0-1.5 HPD)	Occasionally (15.-3 HPD)	Frequently (3-6 HPD)
0-10 lbs.		X			X	
11-25 lbs.		X			X	
26-50 lbs.	X			X		
51-75 lbs.	X			X		

Mental Demands	Rarely (0-1.5 HPD)	Occasionally (15.-3 HPD)	Frequently (3-6 HPD)
Problem Solving			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize		X	
Write			X
Plan			X
Multi-task			X

Equipment Use	Rarely (0-1.5 HPD)	Occasionally (15.-3 HPD)	Frequently (3-6 HPD)
Telephone			X
Copier	X		
Computer			X
Fax Machine	X		

Board: