

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF SCHOOL SUPPORTS

BASIC FUNCTION:

Under the direction of an Executive Director of School Supports or designee, the Director will lead assigned Education Services and Schools departments and/or programs and services such as, but not limited to, curriculum and professional learning, family and community engagement, educational equity, school psychological services, mental health and behavioral support, and social-emotional learning. This leadership includes managing operations, supervising and evaluating assigned staff, integrating all actions and services within the District's Multi-Tiered System of Supports, applying the district's continuous improvement model to programs and services, understanding all system inputs, outputs, and outcomes, managing and assisting in the development of applicable budgets, and ensure comprehensive program evaluation measures are in place or lead the work to develop them.

ESSENTIAL DUTIES:

Provide education and administrative leadership that develops, leads, supports high-performance teams in integrating, and aligning the work to be consistent with the District's learning vision and operational in schools.

Serve as an integral member of the District's Multi-Tiered System of Supports team focusing on continued development of processes and procedures, training of staff, monitoring implementation at all schools, and evaluating school-level implementation.

Develop and maintain clear and inclusive decision-making processes to ensure integration of academic, behavioral, and/or social emotional supports and services are designed and being implemented with fidelity at all schools.

Collaboratively develop and oversee a high quality, professional learning and professional development program for teachers, principals, and vice principals; provide support and foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to continuously improve student achievement and narrow achievement/opportunity gaps between racial, ethnic, and socio-economic groups by working effectively with all of the diverse communities.

Direct the operation, planning, development, improvement, and administration of all assigned central office programs in support of the District's learning vision in order to provide meaningful, engaging and challenging learning opportunities for all students.

Ensure that central office programs/departments are coordinating and fully integrated with departments across the District as necessary to provide efficient and effective delivery of academic, behavioral, and social emotional services.

In partnership with the Department of Research and Evaluation, develop comprehensive accountability systems for all major programs and initiatives including attention to applicable input, output, and outcome metrics.

Be aware of and remain informed about applicable Board Policies, Board Regulations, California Education Code and Federal Laws.

Support the design, implementation and evaluation of the District's annual pre-service program, including the messaging and role of the Superintendent.

Oversee the development, implementation, and monitoring of long-range instructional goals of the District to improve instructional outcomes, as measured by state and national standards.

Integrate all actions and partner with School Directors in the Departments of Elementary Education and Secondary Education.

As part of a collaborative team, ensure that all curriculum developed, and/or purchased by the schools is aligned to state standards.

Monitor coherence in student learning through continuous alignment of curriculum/instruction, learning standards, assessment, accountability, and intervention practices.

Provide leadership in monitoring and reviewing assessment data and using findings to initiate corrective action for the affected group of students and/or campuses.

Serve on the District's Site LCAP review and approval process providing support and direction to schools, particularly school principals and school leadership teams.

Approve assigned department and school budgets, and determine allocations for staff, supplies, and equipment; provide direction for the monitoring of all assigned general and categorically funded programs to assure compliance with applicable state and federal laws and regulations.

Interface with governmental agencies, business and civic organizations, and the community to provide needed information and promote the district's educational initiatives.

Oversee the development of partnerships with leading educational and community organizations, both locally and nationally, to support, complement, and enhance district programs; collaborate and foster relationships with internal and external stakeholders.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; prepare and submit applications, contracts, and reports to funding agencies.

Provide information to the Superintendent's Cabinet and/or the Deputy Superintendent's Education Services and Schools Executive Team as assigned by the supervising Executive Director of School Support.

Perform related duties consistent with the scope and intent of the position.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

State frameworks, curriculum, instruction, assessment, and school improvement initiatives.
National, state, and district educational goals and standards.
Research-based continuous improvement methodologies.
Effective internal and external District-wide communication practices and strategies.
Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.
Effective school concepts and principles.
State-of-the-art research and proven best practices in areas of closing the achievement and opportunity gaps and meeting the diverse needs of students.
Effective staff development programs and strategies.
Instructional methodologies, strategies, and curriculum standards.
Academic accountability systems and services.
Report writing and related presentations.
Budget preparation and management.
School district organization, operations, and objectives.
Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, state frameworks.
Effective oral and written communication strategies.
Effective interpersonal techniques to develop and foster positive and productive relationships.
Effective management principles, practices, and supervision techniques.
Program evaluation approaches, strategies, and techniques.
Systems thinking and theory.
Continuous improvement principles and practices including program evaluation.
Educational equity.
Human growth and development.
Adult learning theory.
Cognitive learning theory.

ABILITY TO:

Be flexible.
Be culturally responsive.
Be empathetic.
Be team-oriented.
Be creative.
Be epistemically and empathically curious.
Be a systems thinker.
Be adaptable.
Be an effective and intense advocate for children and families.
Effectively and accurately, analyze learning systems and determine appropriate improvement strategies toward transformative results.
Maintain focused direction, and coherence of priorities, goals, measures and actions
Function with integrity, and honesty within the organization.
Develop capacities in others.
Function transparently.
Maintain responsibility and accountability of self and secure it in others.
See the value in the diversity of others.

Show empathy and be open to the humanity of others.

Continuously learn.

Think creatively and link thought to careful planning, successful implementation and accurate measurement of results.

Thrive under ambiguous and rapidly changing conditions.

Effectively analyze, provide feedback to and improve lesson design and delivery, and the related assessment of students.

Lead and develop high quality teams by cultivating collaborative cultures.

Communicate effectively to a broad and diverse audience using a variety of written and oral modalities.

Analyze statistical data for trends and student performance in various programs and develop strategies for improved student improvement.

Lead and be a member of school improvement initiatives that close student achievement and opportunity gaps between racial, ethnic, and economic groups.

Work independently, coordinate multiple activities simultaneously, and work flexible hours.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing, including highly developed technical writing skills.

Apply effective decision-making and problem-solving skills and strategies

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt a legally sound, effective course of action.

Plan and organize work to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Meet state and district standards of professional conduct as outlined in Board Policy.

EDUCATION AND EXPERIENCE REQUIRED:

Minimum of a master's degree in education with an emphasis on curriculum, instruction, and school leadership.

Minimum five years of successful school principal experience, or combination of at least five years of successful school and central office administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential required.

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Must be willing to attend evening/weekend meetings or activities.

BOARD APPROVED: September 15, 2026