

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Chief Continuous Improvement and Accountability Officer	CLASSIFICATION:	Non-Represented Management – Superintendent’s Cabinet, Classified
SERIES:	Chief Officer	FLSA:	Exempt
JOB CLASS CODE:	9727	WORK YEAR:	12 Months
DEPARTMENT:	Continuous Improvement and Accountability	SALARY:	Range 29 Salary Schedule A-C
REPORTS TO:	Deputy Superintendent	CABINET APPROVAL:	07-06-17

BASIC FUNCTION:

Provide proactive, collaborative leadership in the development, execution, and support of cycle of continuous improvement and accountability processes; create, communicate, manage and monitor a comprehensive system to gather information about District processes and performance to facilitate strategic planning with all District leaders to enable them to make effective evidence based decisions to create the conditions to accelerate student success; serve as a member of the Superintendent's Cabinet; and assist with developing system-wide budget, plans, policies and activities. Align strategic initiatives to budget and engagement processes through the oversight and development of the Local Control and Accountability Plan (LCAP).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Inform and support districtwide implementation of the District’s balanced accountability. **E**

Oversee administration and/or scoring of national, state, district, and voluntary assessments, ensuring requirements associated with test administration, timelines, and reporting are met; direct development and administration of District assessments and related training activities. **E**

Direct the administration and implementation of district, state, and federal planning and accountability requirements, including all federal and state accountability measures, goal and target-setting processes, and school development and implement site plans. **E**

Provide leadership to all personnel in the areas of assessment, performance management, accountability, and school improvement to ensure that all areas are coordinated to meet District goals. **E**

In collaboration with other Chiefs, establish systems and processes to promote and support a culture of data-driven decision making. **E**

Manage the District’s performance management initiative at multiple organizational levels, including oversight of development of dashboards and scorecards for ongoing performance monitoring and learning. **E**

Serve as a resource and liaison for the Board of Education, District leadership, school and District staff, District advisory committees, parent and community groups, and state and federal agencies on issues related to student achievement; district, state, and federal planning and accountability; assessment, research and evaluation;

standards-based reform; and associated legislation/mandates. **E**

Direct data analysis and reporting activities associated with federal, state, county, and district mandates. Direct school-level data reporting and monitoring requirements, including development of customized reporting instruments; conduct specialized data analyses to inform district practice and monitor school achievement and progress (including charter schools and district pilots). **E**

Develop and disseminate information and assignments regarding accountability systems; provide a consistent measurement tool and common language for reviewing and analyzing information; and audit performance related to use of measurement tools and other accountability items. **E**

Collaborate with all departments to collect, store and, report on multiple operational and performance measures. **E**

Collaborate with other districts about best practices regarding information and performance management. **E**

Remain abreast of developments and innovations in the field of education and accountability systems. **E**

Oversee the District's Performance Management. **E**

Represent the District at local, state, federal, and national meetings and other activities; remain current on applicable federal, state, and district laws, rules, regulations, and procedures affecting programs under the supervision of the division; and review federal and state legislation and policy in order to make recommendations regarding the District's position. **E**

Oversee implementation of the School Quality Review process including the training of school staff and the scheduling of reviews. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Lead a diverse team of professionals; prepare and deliver leadership training for direct reports. **E**

Compile information, and prepare and disseminate a variety of informational reports, concepts and policy papers, status reports, studies, brochures, and material for the Board of Education, District staff, parents, and other groups in the areas of division responsibility; prepare and submit applications, contracts, and reports to funding agencies; and operate a computer to input data and generate reports. **E**

Develop and prepare the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; and provide direction for the monitoring of all general and categorically funded programs to assure compliance with applicable state and federal laws and regulations. **E**

Maintain current knowledge of State/Federal legislation regulations, requirements, and guidelines related to assigned duties; attend conferences, read journals/papers, and attend workshops to remain current concerning trends in the education field. **E**

Serve as a team member of the Superintendent's Cabinet and Executive Staff. **E**

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

TRAINING, EDUCATION, AND EXPERIENCE:

Minimum of a master's degree with major coursework in education administration, public administration, or business administration from an accredited college/university. Seven years of comprehensive and progressive directly related experience in organizational development, educational leadership, or business management. Prior administrative experience in a school district is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Must be willing to attend evening/weekend meetings and/or activities.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles and techniques of leadership, organization, supervision, budgeting, personnel administration and management.

Effective principles, practices, and trends relating to public education.

Applicable state and federal laws, codes, regulations, guidelines, policies, and procedures.

Principles, practices, and techniques of program and policy development, implementation, monitoring and control.

Report writing and presentation.

Budget preparation and control.

Effective oral and written communication skills.

Interpersonal consensus building skills.

Critical problem solving skills and approaches.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Design, organize, and lead a systemic change process.

Analyze statistical data for trends, and develop strategies for improvement.

Utilize interpersonal skills using tact, patience, and courtesy.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Establish and maintain effective working relationships with District staff and administrators, outside agencies, and the diverse stakeholders.

Recognize political and priority implications in developing and implementing programs and strategies.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and deadlines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet the State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; and constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands

and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge Aguilar, Superintendent

Date

