

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Director III, College/Career Readiness	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Director III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9702	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>SALARY:</b>	Range 19 Salary Schedule A
<b>REPORTS TO:</b>	Chief Academic Officer	<b>BOARD APPROVAL:</b>	07-30-09 06-22-10
		<b>HR REVISION:</b>	02-17-11; 07-30-15

**BASIC FUNCTION:**

Plan, organize, control, direct, and provide administrative leadership for a broad range of issues and activities that relate to college and career readiness such as career pathways including Linked Learning; college and career exploration; Sacramento Pathways to Success: A Partnership for College to Career; and operationalization of the SCUSD Graduate Profile. Provide technical assistance to schools; and interact and problem solve with school sites to support college/career readiness for all students.

**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.)**

Supervise, evaluate, direct, and assist high schools in the development of college/career pathways including Linked Learning and Project-Based Learning Plans to meet identified school goals, improve quality of instruction, and enhance student learning; and provide a broad range of additional support for the small high schools. **E**

Coordinate, facilitate, direct, and assist high schools in the full execution of their college/career-ready implementation plans included in their Single Plan for Student Achievement (SPSA) and reflected in the district-wide Local Control Accountability Plan (LCAP) to: meet site and district goals, improve the quality of instruction, enhance student learning, strengthen family participation to better prepare students for both post-secondary education and careers, connect academics to real-world applications, and improve student achievement. **E**

Align redesign initiatives that support and will result in graduates meeting or exceeding the expectations outlined in the SCUSD Graduate Profile including but not limited to: CCSS-ELA, CCSS-Math, NGSS, Social Emotional Learning (SEL), Linked Learning Pathways, STEM initiatives, Career Technical Education, Advanced Placement coursework, and programs to support special needs such as Special Education, English Learners, GATE, and Foster Youth. **E**

Assist the site-based administrators, and other school site teams with the development and management of school processes to fully integrate college/career-ready activities into sustainable structures within the school plan. **E**

Provide leadership in curricular and instructional areas by participating in cross-departmental collaboration to ensure student success in post-secondary life and entry into a chosen career field, Linked Learning pathways, and/or programs that offer students multiple options. **E**

Assist with the development and management of a process for monitoring, evaluating, and supporting the pathway teams that includes clearly defined teaching expectations and academic rigor; assist pathway teams to reach Linked Learning Certification. **E**

Chair key committees for Small Learning Communities/Linked Learning professional development; conduct or attend administrative or Linked Learning management team meetings, counselor groups, and middle school team meetings. **E**

Provide professional development for academic and technical teachers in multidisciplinary curriculum integration and project-based learning that is aligned to industry standards, as well as California State Standards. **E**

Monitor, evaluate, and support activities including clearly defined teaching expectations and academic rigor, and counseling activities to provide students and families with multiple supports to achieve academic success and full preparation for college and career. **E**

Conduct or attend Site Instructional Coordinator, Counseling, and other team meetings. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned services, activities, and operations; respond to community and parent concerns; prepare a variety of documents and correspondence; and operate a computer. **E**

Communicate and collaborate with other administrators, district personnel, university partners, outside organizations, and business and industry partners to coordinate activities, programs, and contracts, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in education reform and emerging industries that may be suitable for the development of new career pathways. **E**

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

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related Curriculum and Instruction.

Develop work groups consisting of Broad-Based Community Coalition members, school staff, students, and parents to support college/career-readiness. **E**

Direct the District implementation of policies, procedures, and administrative regulations related to college/career-readiness. **E**

Assume responsibility for critical district projects that occur on a periodic basis. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree, and four years increasingly responsible administrative or supervisory experience at the high school level; comprehensive school reform and design experience preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization, and direction of high school initiatives.

Public schools and their structure.

Cutting edge trends in education reform.

Urban school districts and diverse student populations.

Principles, policies, and objectives of Linked Learning, Smaller Learning Communities, and the high school division.

Principles of Work-Based Learning.

Career Technical Education standards and policies.

Business and community resources.

Industry sectors and career pathways.

Technical aspects of field of specialty.

Public speaking techniques.

Curriculum and instruction assessment.

Current applicable laws, codes, regulations, policies, procedures, California Education Code, Title V, funding, etc.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

#### **ABILITY TO:**

Plan, organize, control, direct, and provide administrative leadership for a broad range of issues and activities that relate to the high school initiatives, such as Linked Learning, Small Learning Communities, and the high school division.

Provide technical assistance to high schools and selected offices.

Interact and problem solve with all high school sites.

Remain current on trends and developments in the secondary education field.

Perform research and statistical analysis.

Establish, coordinate, and maintain communication with community and parent groups.

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.

Communicate effectively, both orally and in writing.

Prepare and deliver oral presentations.

Read, 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 State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**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.

*(Former Classification: Director III, High School Initiatives; Director III, Linked Learning)*

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

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date