

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director III, School Improvement, Innovation and Development	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	9726	WORK YEAR:	12 Months
DEPARTMENT:	Deputy Superintendent's Office	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Deputy Superintendent	CABINET APPROVAL:	05-25-17

BASIC FUNCTION:

Under general direction, the Director of School Improvement, Innovation and Development, will serve as a vital role to assist low performing schools, or schools identified as needing programmatic development or support, to engage with site teams and community members to address issues of low student performance or other identified areas of support based on locally determined needs. The development of teachers and leaders is seen as an integral part of school improvement; therefore, the Director of School Improvement, Innovation and Development will direct, supervise, plan and coordinate activities which support the District's Local Control Accountability Plan (LCAP), California Standards for the Teaching Profession (CSTP), California Professional Standards for Educational Leaders (CPSEL) Standards, and the District's mission. The Director will develop and facilitate the enhancement and improvement of professional development and instructional programs; supervise and evaluate the performance of assigned staff. The Director will also work closely with Institutions of Higher Education (IHE) to collaborate on issues related to teacher preparation and development.

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.)

Direct, supervise, plan, and coordinate activities which support District's Local Control Accountability Plans (LCAP), California Standards for the Teaching Profession (CSTP), California Professional Standards for Education Leaders (CPSEL) Standards, and District's mission. **E**

Lead, develop, supervise, and coordinate the implementation of state or federally identified school improvement models for identified school sites and related activities. **E**

Develop and provide services and support of the identified school improvement model as required by state and federal regulations for school improvement as prescribed in federal and/ or state guidance. **E**

Assist site teams receiving funds to support the development of their school improvement plans and corresponding budgets based on evidence-based strategies. **E**

Partner and collaborate with the Local Educational Agency's (LEA) identified partners to implement effective evidence-based strategies to improve all levels and areas of student performance based on locally determined needs. **E**

Develop and communicate processes for complying with critical state and federal requirements and monitoring those processes for compliance. **E**

Direct, facilitate, attend and actively participate in all meetings related to the work of the implementation of applicable state or federal grants as related to job assignment. **E**

Ensure that any external service provider is screened for quality, is regularly reviewed and is held accountable for their performance. **E**

Develop criteria to determine the effectiveness of an external service provider's reform plans, strategies and alignment to the final program or grant requirements, selected intervention model and planned activities. **E**

Review and revise the agreement for services provided by the external service provider on a regular basis, or as needed. Monitor and assess external partner performance and report on findings. **E**

Respond to internal and external customers in a timely, accurate, courteous and empathetic manner. **E**

Provide instructional leadership to coordinate, collaborate, and assist district efforts in implementation of District goals and priorities. **E**

Plan, organize, control, and coordinate activities related to teacher and leadership development; assure compliance with District's plan, the California Standards for the Teaching Profession (CSTP), and the California Professional Standards for Education Leaders (CPSEL). **E**

Collaborate and assist teachers and administrators in planning and structuring activities in the implementation of District initiatives. **E**

Assist principals, councils, staff and community with assessing school needs and services, instructional programs and strategies, and implementing an effective curriculum and method for improving instruction to ensure that all students learn to their highest potential. **E**

Meet with principals, administrators, and staff to identify priorities, to plan programs, and to discuss progress of assigned responsibilities; ensure that teacher and leadership development plans are aligned with identified needs. **E**

Engage with and support site teams and site leadership to engage with community partners and stakeholders. **E**

Develop and implement long and short-term plans and activities designed to enhance support and professional development, and assure an economical, safe, and efficient work environment. **E**

Develop and administer policies and procedures related to teacher and leadership development. **E**

Develop and implement teacher professional development related to content standards and core curriculum based on data-driven processes; support and provide professional development for the implementation of new curriculum and instructional materials. **E**

Develop and facilitate the enhancement and improvement of professional development as related to the support and development of teachers and administrators; provide leadership in teacher and principal development by participating in cross-departmental collaboration. **E**

Provide strategic mentoring and coaching to teachers and site leadership to raise the achievement for all students and to ensure the use of effective and continuous improvement planning and implementation process. **E**

Participate with the staff in ongoing data analysis and formative assessment. **E**

Participate in classroom walkthrough sessions and professional conversations with school principals and program administrators to promote continued improvement. **E**

Assist schools in their program planning, implementation, and audit requirements for the identified school improvement model or program design and development. **E**

Plan and implement effective staff development for district staff, school staff, parents, and the community. **E**

Coordinate and collaborate with local universities and community organizations to enhance teacher preparation programs and to collaborate on professional development for new teachers and existing staff. **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; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Monitor, evaluate, and support activities. **E**

Work with appropriate stakeholders to develop and implement a Peer Assistance and Review (PAR) program for teachers and administrators. **E**

Work with appropriate stakeholders on the revision/updating of the teacher evaluation tool and process and the administrator evaluation tool and process. **E**

Plan and direct a system of feedback and assessment to determine school needs and school improvement progress toward increased student achievement. **E**

Collect, utilize and report program data and information to plan and direct a system of feedback and assessment to work with school teams and communities towards improved student achievement and program outcomes. **E**

Collaborate with administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Identifies potential issues and obstacles and proactively takes actions to implement solutions. **E**

Keep the Superintendent, Deputy Superintendent, and Area Assistant Superintendents, informed of current critical issues and incidents about which they should be aware. **E**

Oversee and direct the Sacramento City Unified Induction program, new teacher support programs, and all related budgets and activities. **E**

Provide oversight, direction, and guidance to the Sacramento City Unified Induction Program and intern programs. **E**

Direct and oversee project teams, and provide leadership to such teams. **E**

Prepare and present staff reports and other necessary correspondence; attend meetings as directed to present items for Board action and/or to provide information concerning projects and related activities conducted by and/or located in the District. **E**

Direct the preparation and maintenance of narrative and statistical reports, records, files, and correspondence related to assigned activities and personnel; operate a computer. **E**

Preparation of annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Follow the district's policies and procedures as related to fixed assets. **E**

Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility. **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 school improvement, program innovation, and teacher and leadership development. **E**

Lead and work with District 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 to teacher and administrator support and development. **E**

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

TRAINING EDUCATION AND EXPERIENCE:

Bachelor's degree and four years of increasingly responsible and certificated experience in school improvement, teacher and administrator leadership, and the development of professional development programs.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Utilizing data and assessment results to inform instruction and provide effective interventions for improved student achievement.

District Curriculum, District content standards, and the California Standards for the Teaching Profession.

State and Federally identified school improvement models and requirements

Commitment to effective decision-making and accountability for results.

Finance, budget development and implementation of state and federal special grants.

Support services, delivery systems, and Title I guidelines and compliance regulations.

District's Local Control Accountability Plan (LCAP)

Planning, organization, control and coordinate the District's Professional Development Program.

California Professional Standards for Education Leaders (CPSEL) Standards.

California Standards for the Teaching Profession (CSTP)

School improvement and professional development initiatives.

Evaluation approaches, strategies, and techniques.

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.

Curriculum and instruction assessment.

Technical aspects of area of specialty.

Budget preparation and control.

Research methods and report writing techniques.

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

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Public speaking skills and techniques.

District organization, operations, objectives, policies, and procedures.
Principles and practices of effective administration, supervision, and training.
Operation of a computer and related software.

ABILITY TO:

- Plan, organize, control, coordinate, and evaluate a Professional Development Program.
- Experience in teaching and leading adults in a school-based setting, and providing educators with feedback.
- Demonstrated success in delivering high-quality professional development.
- Facilitate the development, enhancement, and improvement of curriculum and instructional programs.
- Assure compliance with district content standards and the California Standards for the Teaching Profession (CSTP).
- Develop and conduct professional development, curriculum, and training programs
- Make presentations and deliver in-services in area of specialty.
- Communicate effectively, both orally and in writing.
- Prepare comprehensive narrative and statistical reports.
- Keep abreast of developments and trends in curriculum and instruction.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately, and adopt an effective course of action.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Operate a computer and related software.
- Supervise and evaluate the performance of assigned staff.
- Meet State and District standards of professional conduct as outlined in Board Policy.
- 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.
- Meet State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; school setting, 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.

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

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date