

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Innovative Schools	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	9714	WORK YEAR:	12 Months
DEPARTMENT:	Strategy and Innovation Office	SALARY:	Range 17 Salary Schedule A
REPORTS TO:	Chief Strategy Officer	CABINET APPROVAL:	05-05-14
		HR APPROVAL:	08-20-14; 06-03-16;
		CABINET REVISION:	07-03-19

BASIC FUNCTION:

Direct, plan, coordinate, design, conduct, supervise, and provide oversight to the charter school petition review process, assessment, research, and evaluation activities; provide information to facilitate informed decision-making regarding the improvement of District programs and school site delivery of instruction and other services provided to students; and plan, coordinate, and support District with special projects. Additionally, the Director will assist the Chief Strategy Officer in designing and supporting district and school systems innovation to support student success.

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.)

Establish and oversee SCUSD Administrative structures and procedures in compliance with requirements for California Ed Code and in accordance with best practices aligned to Principle and Standards set forth by National Association of Charter School Authorizers (NACSA). **E**

Develop and maintain charter application procedures. **E**

Develop accountability standards for SCUSD authorized schools in the areas of academic performance, financial viability, and organizational compliance. **E**

Develop metrics and processes for charter renewal, charter revocation, and school closure. **E**

Develop and implement systemic approach to analyze, evaluate, and monitor enrollment and the charter's capacity to market and promote their school(s) to grow/maintain a viable enrollment. **E**

Communicate effectively with SCUSD authorized schools; serving the interests of their students by continually seeking to strengthen the schools. **E**

Prepare and issue reports to SCUSD governing board and progress of each charter school. **E**

Assist with the establishment and implementation of accountability guidelines for charter schools; develop and implement monitoring structures. **E**

Assist with any special projects. **E**

Direct, lead and coordinate all aspects of the charter school petition review process (new or renewal); meet timelines; prepare reports of findings and presentations; and work with review team members, legal staff, and petitioners. **E**

Facilitate the design, completion, and implementation of charter school Memorandums of Understanding (MOU), Facility Use Agreements (FUA), and other documents for implementation and monitoring of a charter school. **E**

Work extensively with charter school administrators and staff on the interpretation and use of assessment information to improve instructional practices and help close achievement gaps. **E**

Design, prepare, and present research and evaluate reports regarding student and program performance for charter schools; examine and analyze data, and develop recommended methods to improve instructional programs; and review various reports prepared by Assessment, Research, and Evaluation staff. **E**

Provide technical assistance and training to charter schools and District personnel regarding assessment and evaluation activities; develop and provide District staff development and training; and disseminate information and respond to inquiries. **E**

Train and supervise the performance of assigned staff; assign and review the work of 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**

Perform special projects and conduct research district-wide; attend to administrative details on special matters as assigned; and manage various large-scale, ongoing projects including coordinating data collection, maintaining quality control of data entry, preparation of reports, conducting data analyses, and interpreting findings. **E**

Develop and implement program assessment and evaluation designs including the development of the evaluation instruments and surveys. **E**

Provide technical assistance to charter school personnel and central office personnel regarding assessment and program evaluation including evaluation of grants. **E**

Provide both process and product evaluation to assess program compliance with state and federal guidelines, the degree of implementation of plans, and the impact of programs on students. **E**

Write comprehensive, objective reports and present information to a wide range of audiences. **E**

Provide a positive climate of interaction and communication between school staffs and parents in the review and evaluation of the educational program. **E**

Remain current concerning trends in Charter Legislation, Charter Oversight best practices by attending conferences, reading journals/papers, joining professional associations, taking courses, and attending workshops. **E**

Establish systems to lead and manage strategic teamwork and other school and district improvement functions. **E**

Manage related grant timelines and relevant reports. **E**

Provide project management and strategic planning for strategic district and school improvement initiatives. **E**

Align strategic school and district improvement initiatives to best instructional practices for student achievement in close collaboration with the Chief Academic Officer and the Chief Strategy Officer. **E**

Utilize professional knowledge and experience as an instructional leader, work with school principals to identify and develop key research applicable to school improvement adopting new systemic practices and informing policy development. **E**

Resolve systems improvement challenges in collaboration with school principals and central office administrators. **E**

Facilitate systems to preserve organizational learning and accelerate implementation of strategic district and school improvement initiatives. **E**

Assist the Chief Strategy officer and members of the Superintendent’s Cabinet as may be needed. **E**

Perform related duties as assigned and prescribed by law.

TRAINING, EDUCATION, AND EXPERIENCE:

Minimum of a Bachelor’s degree in a field related to program evaluation, measurement, testing, and statistics, or other appropriate field. A minimum of 5 years of progressively responsible experience in an educational institution or setting, including substantial leadership and management experience related to educational assessment, academic standards, program evaluation and data analysis. Principal experience; charter school experience and expertise with statistical software and educational and web-based data management systems preferred.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Effective management practices and supervision techniques. Technical aspects of field of specialty.
- Standardized, performance-based, and other assessments. Database systems and data management.
- Computer software applications relevant to educational assessment and research. Methodology used in educational research design and statistical analysis.
- Theory and practice related to student learning, program evaluation, and educational measurement.
- State and federal laws, regulations, and codes dealing with the assessment and evaluation of educational programs. School district organization, operations, policies, and objectives.
- Oral and written communications skills.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Plan, coordinate, design, conduct, supervise, and provide oversight to the charter school assessment, research, and evaluation activities.
- Provide information to facilitate informed decision-making regarding the improvement of District programs and school site delivery of instruction and other services provided to students.
- Conduct charter school site visits, data collection, organization, compilation, analyses, and accurate interpretation of the findings.
- Plan, implement, and report the results of assessment programs, evaluation, or research studies.

- Create and maintain assessment databases.
- Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.
- Train and supervise the performance of assigned staff. Prepare and deliver presentations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures. Complete assignments successfully with a minimum of direction and supervision.
- Obtain maximum cooperation and rapport with departmental and other District employees.
- Maintain a high level of objectivity, and provide quality information to facilitate decision-making at all levels.
- Conduct research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data.
- 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 orally and in writing to audiences of varying levels and consult in matters of evaluation results. Collaborate with school staff, District staff, and outside agencies on research and evaluation design and data needs. 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 and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

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

(Former Classification Title: Coordinator II, Research Charter/ Network Oversight and Coordinator II, Charter Oversight)