

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Executive Director, LCAP (Local Control Accountability Plan)	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9860	WORK YEAR:	12 Months
DEPARTMENT:	Deputy Superintendent's Office	SALARY:	Range 23 Salary Schedule A
REPORTS TO:	Deputy Superintendent	CABINET APPROVAL:	11-1-22, 7-1-22
		HR APPROVAL:	12-1-22, 7-7-22, 2-16-22

BASIC FUNCTION:

Plan, direct, and manage to the development and creation of the District's LCAP (Local Control Accountability Plan), including strategic development, management and facilitation of engagement activities as well as coordination of the writing and submission of the plan.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This 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 all related activities to the development, writing and completion of the District's annual Local Control and Accountability Plan (LCAP), **E**

Coordinate with State and Federal Programs Department on the writing of the LCAP and alignment of LCAP and SPSAs. **E**

Coordinate and support the work of District advisory committees. **E**

Hire, supervise, and evaluate the performance of assigned staff. **E**

Assure compliance of the District with all applicable statutes and regulations by remaining informed. **E**

Work with the District's accountability division to analyze student achievement, program design, and implementation and effectiveness of programs and initiatives, assessments, District professional development, and support strategies. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, and state and federal agencies to coordinate activities and programs; resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

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

Direct the preparation of the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Plan, organize, and coordinate broad educational partner engagement strategy relating to the development and

creation of the LCAP including (but not limited to) community meetings, Community Planning Process (CPP). **E**

Coordinate all details relating to the creation, development and training of the District's LCAP Advisory Committee, including meeting facilitation. **E**

Lead discussions with educational partners, individually and in small or large groups, to ensure that the LCAP engagement strategy is inclusive of a diverse set of voices throughout our community. **E**

Collaborate with Strategy and Continuous Improvement Department on the development and tracking of LCAP metrics aligned to District's Guide to Success, including the development of a new Data Dashboard. **E**

Collaborate with the office of Family and Community Engagement (FACE) and Schools Office to provide trainings for principals and School Site Councils on the LCAP to ensure all documents and processes are in alignment. **E**

Remain current with the newest information about changes to LCFF and LCAP legislation, including changes to State templates and required metrics. **E**

Attend local and regional workshops on LCAP development and best practices and share information with District staff. **E**

Prepare and present regular Board presentations on LCAP status and updates, including detailed updates on engagement activities. **E**

Support Dependent Charter Schools' creation and development of their site LCAPs. **E**

Provide regular updates to district leadership regarding the progress of engagement activities, and creation of LCAP. **E**

Collaborate with Human Resources to ensure that labor partners are engaged with regularly and often regarding the development and creation of the District's LCAP. **E**

Collaborate with Strategy and Continuous Improvement Department and the State and Federal Programs Department on the development and distribution of a new SPSA template that aligns to the State LCAP template. **E**

Manage District LCAP web page, providing regular content updates along with all relevant information. **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 staff, families, and the community, as related to Schools and Communications Office. **E**

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

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree in education, instructional technology, or related field; four (4) years of experience in educational leadership assignments. Advanced degree in education or related field preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Current Administrative Services Credential from the California Commission on Teacher Credentialing preferred.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Local Control Funding Formula (LCFF).
- District's Local Control Accountability Plan (LCAP).
- Day-to-day functions of school site staff.
- School Site Council development and procedures Single Plans for Student Achievement (SPSA) School and District budgeting processes.
- Community organizing and parent engagement best practices and strategies.
- Effective project management skills and supervision techniques.
- Computer software applications relevant to field of specialty.
- School district organization, operations, policies, and objectives.
- Oral and written communications skill.
- Interpersonal skills using tact, patience, and courtesy.
- State content frameworks.
- Collaborative and team-building strategies.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Build consensus and resolve conflicts in a group setting where differing views and perspectives are prevalent.
- Plan, organize, control, and direct a dynamic and complex project.
- Meet a variety of internal and external deadlines.
- Establish and maintain effective working relationships with a variety of educational partners, including (but not limited to) District staff, site administrators, parent and community leaders, community partners, regional education leaders, and school board members.
- 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.
- Communicate orally and in writing to audiences of varying levels.
- Collaborate with school staff, District staff, and outside agencies.
- Establish and maintain effective working relationships with staff, parents, and the public.
- 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.
- 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; bend at the waist, 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.