

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Instructional Assistant Superintendent, School Improvement Grant	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Assistant Superintendent	FLSA:	Exempt
POSITION CODE:	9762	WORK YEAR:	12 Months
DEPARTMENT:	Academic Office	SALARY:	Range 24 Salary Schedule A
REPORTS TO:	Chief Academic Officer	CABINET APPROVAL:	08-13-18

BASIC FUNCTION:

The Instructional Assistant Superintendent, School Improvement is responsible for managing the implementation, monitoring and evaluation of School Improvement Grant (SIG) efforts to ensure improved student achievement in targeted schools. The incumbent supervises principals at SIG school sites and works with central office staff to build strong collaborative relationships and to ensure initiatives are completed in a timely and cost-effective manner. The Instructional Assistant Superintendent, School Improvement will report to the Chief Academic Officer and will work with other staff to integrate initiatives, provide resources and communication, troubleshoot risks and issues, and ensure effective implementation of the district’s Theory of Change and Theory of Action within SIG sand other underperforming schools.

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.)

REPRESENTATIVE DUTIES:

Oversees the effective implementation of the district’s School Improvement Grants utilizing the district’s Theory of Action and Theory of Change including the coordination and project management of several key initiatives. **E**

Guides principals in learning and applying effective instructional leadership practices and builds site leadership capacity in the areas of standards and data analysis, identifying instructional challenges, and developing plans and strategies to implement district-wide instructional initiatives, assessments, and guiding frameworks in ways that are responsive to school-specific context and goals. **E**

Develops the capacity of principals in observing and evaluating instruction, including planning and practice, observing and giving actionable feedback, and monitoring for implementation and consistency across classrooms in order to improve student outcomes. **E**

Engage individual and groups of principals in effective and research-based professional learning grounded in adult learning theory, providing differentiated assistance to help them grow as instructional leaders. **E**

Prepares for and facilitate regular School Improvement Grant work team and principals’ meetings to ensure accountability and effective implementation of the School Improvement Grant. **E**

Collaborates with central office and school-based leadership to develop, implement and/or obtain and provide needed resources, services, and materials for students in alignment with the district’s continuous improvement strategy. **E**

Oversee the development of the budget for School Improvement Grant schools; analyze and review budgetary and financial data for alignment to student needs and district and program goals. Monitor and authorize expenditures in accordance with established guidelines. **E**

Monitor the development and implementation of the site's Single Plan for Student Achievement (SPSA including rigor of goal development, alignment to student need, potential for impact, and assessment/evaluation of implementation in accordance with established guidelines. **E**

Monitor and oversee agreements for services provided by external service provider on a regular basis, or as needed; evaluate, assess, and screen for quality of external partner performance and report on findings. **E**

Oversees assessment and evaluation of SIG grant implementation using qualitative and quantitative data to assess performance and inform goal setting and decision-making. **E**

Maintains a current knowledge base in the areas of curriculum and instruction, best practices in education, special education, strategies for school improvement, strategies for closing achievement gaps, effective management and communication strategies, all applicable federal and state regulations, and all local district policies and procedures. **E**

Responds in a timely manner to parent and community concerns about the School Improvement Grant initiative and related issues upon request and/or as needed. **E**

Provides regular updates to the Chief Academic Officer, Deputy Superintendent and Superintendent on strategy activities and achievement data. **E**

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; attend and/or conduct a variety of meetings and prepare agendas; and prepare a variety of correspondence. **E**

Ensure compliance with various laws and regulations; plan, organize, and implement strategic long and short-term programs and activities designed to enhance assigned programs and services to provide students access to high quality learning options and a variety of activities. **E**

Provide a positive climate of interaction and communication; resolve issues and conflicts and exchange information; ensure proper implementation and clear communication, models nondiscriminatory practices and District's standards of ethics and professionalism in all activities. **E**

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

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

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and seven years increasingly responsible supervisory and management experience with a minimum of 5 years of increasingly responsible and certificated experience in school improvement, teacher and administrator leadership, and the development and implementation of school improvement initiatives.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile; Teaching Credential, and Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Improvement and accountability systems and data analysis.
Systematic planning practices.
Program implementation and school improvement methodologies (e.g. Improvement Science, Implementation Science, etc.)
Researched best practices, program evaluations and fiscal management.
District curriculum, state content standards and frameworks, and effective instructional models for closing achievement gaps
Instructional programs at all levels.
Urban schools and issues affecting the welfare of English Learners and students with disabilities.
Effective professional learning models
Principles and practices of instructional leadership, site administration, supervision, and professional learning
District organization, operations, policies, frameworks, objectives and goals.
Applicable laws, codes, regulations, policies and procedures.

ABILITY TO:

Manage multiple projects within established deadlines and problem solve.
Facilitate meetings by setting clear objectives, maintaining focus, and capturing decisions and direction.
Communicate clearly and effectively in a variety of forms (oral written, expressive)
Strong organizational and communication skills.
Develop relationships and work collaboratively with staff, parents, and community members
Finance and budget development and implementation of state and federal grants.
Support services, delivery systems, and Title I guidelines and compliance regulations.
Operate a computer to enter data, create documents, and generate reports.
Oral and written communication skills.
Apply interpersonal skills using tact, patience and courtesy.
Analyze statistical data for trends and develop strategies for improvement.
Utilize interpersonal skills using tact, patience, and courtesy.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Implement management strategies based on evaluation data.
Focus and appropriately allocate resources toward identified goals.
Analyze situations accurately, and adopt an effective course of action.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal; demonstrate loyalty and high ethical standards.
Prepare comprehensive narrative and statistical reports.
Interpret, apply, and explain rules, regulations, policies, and procedures.
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; driving 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

Jorge Aguilar, Superintendent

Date