



Job Description

POSITION TITLE:	Director I, Local Control Accountability Program (LCAP) #6086 Educational Services
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1

SUMMARY OF THE POSITION:

The Director, Local Control Accountability Program (LCAP) is responsible for reviewing and monitoring Districts' LCAPs and the LCAP process for the Districts. The Director provides leadership and program guidance to departments and districts. The Director also serves as a resource, and provides a high level of facilitation, professional development, and technical support to districts about LCAP, State Standards, California Assessment of Student Performance and Progress (CAASPP) System, and current best practices and planning resources. The Director is knowledgeable about state and federal mandates, especially the Local Control Funding Formula. The Director serves on county, regional and state committees, as appropriate. The Director reports directly to the Assistant Superintendent, Educational Services.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Teaching/Service Credential and possess or be eligible for an Administrative Services Credential. Experience in site or district plan development. Experience in leading data-driven decision making at site, district or a county office level.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience working with schools and/or districts. Experience working across all grade levels. Experience in working with state curriculum/instruction or accountability projects. Experience leading school and district curriculum development and professional development planning and implementation. Five or more years of experience as a site or district administrator.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- local and national research-based best practices and resources
- site or district plan development
- 21st century, college and career readiness; curriculum and instruction for diverse populations
- California academic standards including ELD
- public school site/district administrator facilitating meetings and varied public groups

Ability to:

- operate a computer
- conduct project reviews and evaluations

- implement and/or monitoring district and school/project or site plan success
- evaluate delivery of services
- design and deliver professional development
- analyze current school/district data
- provide technical support
- establish procedures and priorities
- facilitate group processes both in schools, districts, and community, and with SJCOE staff
- research appropriate professional development for specific teacher and school/district

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Director I series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopts an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. Work directly with superintendents, school and district administrators, and teachers to establish needs and provide high-level facilitation, professional development, and technical assistance in support of their LCAP goals and service.
15. Maintain awareness all state and federal mandates, especially those associated with the Local Control Funding Formula (LCFF).
16. Possess expertise in state and federal legislation, and the specific impact to the specific student groups including English Learners, low-income pupils, foster youth, students with disabilities and other underperforming student groups.
17. Conduct outreach and builds strong relationships and partnerships with district and school personnel.
18. Support the Assistant Superintendent of Educational Services and collaborates with other managers and divisions in understanding information in the county's LCAPs.
19. Investigate and maintain current best practices and planning resources shown to improve and accelerate learning for all student groups as well as high needs student groups.
20. Work with managers and district contacts to annually review and approve district LCAPs.
21. Understand the district improvement processes as well as local academic review processes.
22. Lead staff in assisting schools and districts in developing immediate and long-term local control accountability plans.
23. Work with staff in the design and provision of customized LCAP support sessions as needed to meet unique district needs.

24. Possess knowledge of all state standards including Common Core State Standards (CCSS), Next Generation Science Standards and English Language Development (ELD) Standards.
25. Lead staff in providing district, county, or statewide training as appropriate.
26. Work across departments and divisions to coordinate work teams.
27. Contract the development and provision of technical assistance as requested.
28. Maintain LCAP online postings/updates, resources, and tools.
29. Support Districts in their data review, annual update and LCAP development process.
30. Provide charter school program oversight, review and assistance.
31. Work in partnership and collaborate with SJCOE Business services to provide support to districts.
32. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

3/5/2024 final sc