

## JOB DESCRIPTION

May 2024

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **DIRECTOR, CONTINUOUS IMPROVEMENT AND SUPPORT**

#### **General Purpose:**

A Director, Continuous Improvement and Support is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. The Director, Continuous Improvement and Support provides leadership and assistance to schools and districts to improve student outcomes. The Director, Continuous Improvement and Support plans, directs and monitors the Placer County Office of Education (PCOE) Local Control Accountability Plan (LCAP) approval process for districts and charter schools. This is a certificated management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Provides differentiated direction, assistance and support to improve student outcomes by focusing on research and evidence based instructional programs, student assessment results and instructional strategies.
- Develops and implements an integrated, coordinated, and coherent system of resources, differentiated assistance, interventions and supports to meet identified school and district needs.
- Directs and coordinates services through a Multi-Tiered System of Support (MTSS) approach to support schools and districts.
- Directs programs, services and assistance to support the development of high quality LCAPs across the county.
- Collaborates with internal and external personnel for the purpose of implementing services and supports related to the LCAP and continuous improvement.
- Collaborates with outside agencies to develop systems of support and assistance.
- Develops and maintains collaborative relationships with colleagues at state, regional and local agencies.
- Directs, develops and delivers professional development on state priorities, analyzing data, LCAP development and continuous improvement to support the implementation of district and charter school LCAPs.
- Designs and facilitates professional learning networks focused on systems improvement, educational leadership, and collaborative practices.
- Plans and participates in meetings for the purpose of conveying and/or gathering information required to perform duties.
- Assists districts in building capacity and sustaining improvement in student outcomes.
- Supervises and evaluates assigned staff and ensures individual and program performance goals are met.
- Reviews and provides feedback for Placer County districts and charter schools' LCAPs.
- Directs the planning, coordination and implementation of the PCOE LCAP yearly approval process.
- Represents PCOE at local, regional and state meetings, conferences and events.

- Assists Placer County districts regarding all state and federal programs.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration and Reform and Control Act.

**Education:**

- A Master's degree in education, social work, psychology, counseling or related field is preferred.

**Experience:**

- Experience working as part of a collaborative instructional team is required.
- Experience as a site, district or county office administrator is preferred.

**Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of educational leadership, including ability to successfully lead change processes.
- Knowledge of implementation and improvement science.
- Knowledge of strategic planning processes and implementation.
- Knowledge of California's K-12 content standards and expectations for student proficiency differentiating instruction, and formative, student-involved assessment.
- Knowledge of research, evidence based systems and practices for improving student outcomes.
- Knowledge of the achievement gap and role of equity in school systems including research and evidence based practices to close the achievement gap.
- Current knowledge of educational methods, practices and standards related to effective schools and related laws, codes, regulations, policies and procedures with particular emphasis on understanding the needs of "unduplicated pupils" as defined in the LCAP.
- Knowledge of state and federal programs, assessment and accountability systems.
- Thorough working knowledge of effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, effective instructional strategies/techniques.
- Knowledge of federal and state legislation, codes and regulations concerning accountability.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Skills and ability to interpret, apply, and explain data.

**Required Testing:**

- None

**Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.

**Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

**Work Environment:**

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community. Travel within Placer County is required.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt


**Employee Group:** Management

**Salary Grade:** Level 7

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Reviewed and Approved:

Superintendent:



Date:

5/29/24

Human Resources:



Date:

5/29/2024