

## SENIOR DIRECTOR, CONTINUOUS IMPROVEMENT

### Definition:

The position is responsible for the coordination of the work of the Continuous Improvement Team; provides leadership in the development and facilitation of systems-level learning and support for Sonoma County schools and districts as part of a continuous improvement process through the Local Control Accountability Plan (LCAP); coordinates systems level support, content support and partnerships in support of district initiatives; works in collaboration with Business Services, Human Resources, Special Education, SELPA to provide a coherent and coordinated system of support for districts; establishes, leads, and administers the County Office's required review of each district's LCAP; and collaborates within the department and division on innovative projects.

### Distinguishing Characteristics:

The successful candidate:

- Demonstrates leadership skills in developing and supporting team development.
- Values the goal of working in partnership to support school districts.
- Demonstrated success in facilitating improvement.
- Possesses a deep understanding of best practices for continuous improvement process.
- Demonstrates a deep understanding of the K-12 Common Core Standards and 21st Century Skills.
- Understands district-level budgeting and planning for resources.
- Connects easily with district- and county-level leaders.
- Is skilled in development and presentation of materials to a variety of stakeholder groups.
- Is a skilled communicator and facilitator with a variety of stakeholder groups.
- Demonstrates a deep understanding of adult learning theory.
- Has excellent collaboration and communication skills.
- Values innovation in the workplace.
- Demonstrates a sense of humor and love of learning.
- Is self-directed.
- Has a strong professional background.
- Has demonstrated initiative and innovation in previous positions.
- Wants to be a part of a collaborative team.

### Supervision Received and Exercised:

This position is supervised by the Deputy Superintendent of Instruction. The director may supervise and evaluate professional, clerical, and technical personnel as assigned.

### Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Provides leadership for the Continuous Improvement Team, including supervision of the Directors of Continuous Improvement, coordination with content managers, and directors of partnerships (community-based and industry).

- Develops protocols for internal coordination within Educational Support Services and across the county office organization to ensure a coherent system of support to districts.
- Serves as the primary representative to the California Department of Education and California Collaborative for Educational Excellence as it relates to the development of a coherent system of support to districts across the county.
- Coordinate and implement county office programs and activities to support schools and districts in all aspects of continuous school and district improvement, including differentiated support (technical assistance).
- Collaborate with the Deputy Superintendent of Instruction and Deputy Superintendent of Business Services to establish training and support to districts in the development, implementation and monitoring of LCAPs.
- Serve as a resource and assist district and site administrators in the development, implementation, and monitoring of Local Control and Accountability Plans.
- Develop and present presentations for a variety of stakeholders (district- and school-level leadership, community groups, local board groups, etc.).
- Work collaboratively with department staff to develop and share resources in development of LCAPs, especially as it relates to the currently required plans such as LEA Plans, Single Plans for Student Achievement (SPSA), School Accountability Report Cards (SARCs).
- Work collaboratively with Directors and Managers within the department to share best practices and develop creative and innovative programs of support for teachers and administrators.
- Assist district and site administrators in the implementation of California, content standards, including but not limited to, common core state standards, ELD standards and Next Generation Science Standards.
- Prepare reports, develop and administer budgets, and monitor expenses.
- Participate in and assist with planning department or divisional staff meetings by attending regularly, initiating relevant agenda items, and sharing ideas and opinions as appropriate.
- Develop personal goals and objectives that are consistent with and support the goals of the Superintendent and County Office.
- Establish and maintain clear communication and cooperative working relationships with clients, staff, other agencies, regional and state administrators through announcements, letters, newsletters, publications, telephone communication, attendance at meetings, and site visits.
- Maintain professional competencies in areas of responsibility maintain contact with and participate in professional job-related organizations, and serve as a liaison to professional groups.
- Perform other related duties as assigned.

## **Employment Standards:**

### ***Knowledge of:***

- Systems thinking and leadership as evidenced by prior professional experiences.
- District-level planning structures and planning documents, including LEA Plans, SPSAs, SARCs, etc.
- Current information and guidance on LCAP.
- Role of county offices in LCAP.
- Stakeholder engagement strategies.
- Effective instructional practices.
- California Content Standards in ELA/ELD and Mathematics.
- Next Generation Science Standards.
- Budget development and administration.

- Leadership theories.
- Adult learning theory and professional development practices, including effective design principles for professional development for adults.

**Ability to:**

- Synthesize large amounts of complex information and present it in a simple, coherent manner.
- Develop consensus with groups from a variety of organizations.
- Collaborate closely and frequently with department members.
- Connect ideas and resources between programs.
- Communicate effectively and in a timely manner with a wide variety of audiences and stakeholder groups by adjusting presentation style, content, level of specificity etc.
- Facilitate continuous improvement processes with district and school teams.
- Facilitate and coach in building capacity to implement instructional and leadership practices;
- Adjust performance based on input from supervisor.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agency personnel.
- Motivate, challenge, and guide others in the improvement of educational programs and county office services.
- Analyze data and situation(s), render judgment, make decisions, and solve problems efficiently and effectively.
- Develop and administer budget(s) related to area(s) of responsibility, anticipate revenue, expenditure needs, and changes.
- Assist in the selection, training, supervision, and evaluation of staff.
- Maintain and improve professional skills and knowledge.
- Self-direct.
- Be flexible and embracing of change.

**Education and Experience**

Any combination of education and experience below would likely provide the required knowledge and abilities.

**Education:**

- Masters Degree from an accredited college or university with an emphasis in education (preferred).
- Specialized training in related fields.

**Experience:**

- Six (6) or more years of directly related teaching and/or coaching experience in K-12 classrooms;
- Three (3) or more years as a district, county office, or program administrator (preferred);
- Two (2) or more years as a district-level administrator (preferred);
- Experience in leading or participating as a lead or team member on school, district, or regional projects or initiatives.

**Credentials:**

- Appropriate California Teaching Credential
- California Administrative Services Credential (preferred)

**Work Environment:**

*The following conditions may be present:*

- Walking on uneven ground when outdoors;
- Exposure to student illnesses, injuries, infections, and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.