



Leadership • Collaboration • Support

## **JOB TITLE: Senior Director, District and School Support**

### **Certificated Directors Salary Schedule, Range 3**

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#### **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Provides leadership and technical assistance related to continuous improvement and professional learning. Contributes local, regional, and statewide efforts to improve student achievement and is responsive to district and county office educators. Responsibilities include providing direct technical assistance to districts for LCAP, Differentiated Assistance and other initiatives. Develops and promotes new services and programs, builds leadership capacity, provides professional learning resources and trainings, and assists with curriculum, instruction, assessment, student performance data collection and analysis, and technology.

#### **JOB REQUIREMENTS AND QUALIFICATIONS**

- Bachelor's, Master's Degrees, and California Teaching Credential required
- Administrative Services Credential required
- Five years successful K-12 administrative experience
- Evidence of school, district, or county office of education leadership in educational programs

Knowledge of the following:

- LCAP contents, processes, requirements, and implementation
- Principles of leadership, collaboration, and support
- Effective professional learning models and strategies
- Effective presentation and facilitation methods and organization
- Student achievement monitoring systems
- Continuous improvement and differentiated assistance

#### **ESSENTIAL DUTIES**

- Provide technical assistance to districts related to LCAP and the most recent laws regarding accountability and assessment

- Initiate programs and services that support building leadership capacity
- Support district efforts to evaluate program effectiveness
- Develop and sustain professional learning programs, the content of which are aligned with adopted state standards, and are consistent with the most recent laws regarding accountability and assessment, including LCAP
- May provide coaching and mentoring to districts and school leaders as appropriate
- Provide technical assistance to districts with curriculum, instruction, assessment/SBAC, technology and collection, and analysis and presentation of data to stakeholders
- Leads continuous improvement efforts in partnership with districts
- Provides leadership and coordination of Differentiated Assistance efforts
- Provides leadership as an integral member of the Educational Services Team
- Serves as a member of the Management Advisory Council (MAC) and the Chief Administrative Team (CAT)
- Leads and coordinates the Solano County LCFF/LCAP Collaborative
- Build, expand, and maintain professional relationships with district, region, and state agencies to promote student achievement

### **ADDITIONAL DUTIES**

- Supervises assigned administrators and staff
- Facilitates contracts with districts for SCOE to provide further training and assistance
- Engages in grant writing

### **SUPERVISION EXERCISED**

- Employees in this classification receive limited supervision within a broad framework of overall objectives.
- Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.
- This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

## PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (35%)

Walking (15%)

Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1)  
Very Frequent (4)

Occasional (2)

Frequent (3)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or  
Pulling Loads (1)

Reaching  
Overhead (2)

Kneeling or  
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)