

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR OF SCHOOL IMPROVEMENT SUPPORT**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, Education Services and Schools or designee, the Director is responsible for establishing a comprehensive approach to continuous school improvement; designing, coordinating and promoting district-wide school improvement efforts; providing leadership for the Department of School Improvement Support, including managing fiscal operations and supervising department staff; leading the development, implementation, monitoring and evaluation of systems, policies and core practices specifically related to continuous school improvement; providing coaching and support to school and team leaders who are responsible for continuous improvement processes and procedures and collaborate with various departments and educational partners in support of improvement science.

#### **ESSENTIAL FUNCTIONS:**

Provide technical expertise and assistance to schools and departments regarding evidence-based continuous improvement practices including systems thinking and strategic decision making.

Direct the training and coaching of site administrators and site leadership teams in school planning and improvement science.

Plan, organize and evaluate the operation of continuous improvement programs, committees, and services; assure program compliance with district, state, and federal rules and regulations; monitor and evaluate program effectiveness, modifying programs as necessary.

Facilitate the development of school-based continuous improvement leadership teams.

Collaborate with and provide consultation to district and site leadership to coordinate continuous improvement activities; develop the shared ownership of systems thinking, strategic decision making and school planning.

Ensure department goals and programs align with the district, core values, frameworks and guiding documents.

Train, supervise, and evaluate the performance of assigned classified and certificated personnel.

Direct and manage operations of the department; assure supplemental funding to schools from state, federal and private sources, as appropriate; serve as a liaison between funding agencies and the district.

Develop and prepare annual budgets for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical expertise, information and assistance to the Deputy Superintendent of Education Services and Schools and other Cabinet Members.

Engage in research and professional learning and development to maintain access to the latest information on improvement science and school planning.

Develop comprehensive communication plans for a variety of stakeholders on continuous improvement progress and needs; prepare reports on key continuous improvement initiatives.

Develop comprehensive professional learning and development plans for schools and departments that address continuous improvement, including systems thinking and strategic planning.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to continuous improvement.

Operate a computer and assigned software programs; operate other office equipment as assigned. Attend and conduct a variety of meetings, conferences and events as assigned. Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Continuous improvement theories, research, and practices.

Strategic decision making, school planning and program evaluation processes.

Planning, organization and direction of state and federal supplemental funding programs.

Cultural proficiency.

Social and Emotional Learning (SEL) competencies.

Advocacy and coalition-building strategies.

Budget and fiscal requirements.

Research and data collection and evaluation methods and procedures.

Adult learning theory and techniques.

Applicable laws, codes, regulations, policies, and procedures.

Policies and objectives of assigned programs and activities.

**ABILITY TO:**

Design and implement effective continuous improvement policies and programs.

Direct and manage fiscal operations of state and federal supplemental funding programs.

Learn district organization, operations, policies, and objectives.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Supervise the performance of assigned personnel.

Gather research and analyze data for use in statistical calculations and reporting.

Understand and follow verbal and written instructions.

Prepare reports and presentations that communicate effectively both verbally and in writing to administrators, staff, students and the community.

Work independently, with minimum direction, and make decisions within the framework of established guidelines.

Work effectively with all levels of district staff, families, students and the community.

Analyze and resolve problems effectively while building and strengthening relationships

Establish priorities and meet deadlines.

Maintain consistent, punctual and regular attendance.

Work beyond the traditional work day when work requirements necessitate.

Travel for work-related purposes.

Maintain confidential records.

Operate standard office equipment including a computer and assigned software.

Be highly responsive, flexible, culturally responsive, empathetic, team-oriented, perceptive, self-aware, creative, curious, resourceful, imaginative, adaptable, connected, persistent, resilient, and optimistic.

Take initiative.

Have an awareness of mindset and director goals.

Use systems thinking and critical thinking.

**EDUCATION AND EXPERIENCE REQUIRED:**

Position requires a Master’s degree from an accredited college or university, preferably in educational leadership or related field, five (5) years of increasingly responsible experience in site or district-level settings, including supervisory or administrative responsibilities involving the improvement of educational programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching credential.

Valid California Administrative Services credential.

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

School Site Environment.

Driving a vehicle to conduct work.

**BOARD APPROVED:** April 5, 2022