

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ADMINISTRATOR – CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, the administrator supports the planning, organization, project management, and implementation of the compliance and improvement efforts of the team. The scope of the work includes but is not limited to; technical support, training and consultation with districts, schools, educational partners and cross-divisional collaboration to improve outcomes for students as related to the Local Control Accountability Plan (LCAP), Differentiated Assistance (DA), Multi-Tiered System of Support (MTSS), Comprehensive Support and Improvement (CSI) and Additional Targeted Support & Improvement (ATSI).

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Provides consultation and technical assistance to school districts, faculty, administrators, staff, and others concerning the Local Control Accountability Plan (LCAP), the California School Dashboard, Differentiated Assistance (DA), California Assessment Student Performance and Progress (CAASPP) Assessments.

Provides leadership, coordination, and oversight of projects within the Local Control Accountability Plan (LCAP), Differentiated Assistance (DA), Comprehensive Support and Improvement (CSI), Multi-Tiered Systems of Support (MTSS) and other system improvement efforts.

Provides technical support and training on the implementation of Continuous Improvement Science, and designs for learning, to support administrators and teaching staff.

Provides leadership, technical support, training, and coaching to districts and teaches on the implementation of Multi-Tiered Systems of Support (MTSS).

Stays abreast of recent research, evidence-based practices, and legislative updates/requirements to support school district in addressing the eight state priorities.

Serves as a resource to help districts use student achievement data for continuous improvement.

Plans, organizes, coordinates, and implements the training activities, instructional resources, and support functions for local school districts to enhance student learning and achievement, with a particular emphasis on English Learners, Foster Youth and Low-Income students.

Monitors, evaluates, and adjusts activities in response to the instructional needs of local school districts and students.

Maintains current knowledge of educational methods, practices and standards related to effective schools and related laws, codes, regulations, policies, and procedures, with a particular emphasis on understanding the needs of the "unduplicated pupils", as named in the Local Control Accountability Plan (LCAP).

Develops and maintains collaborative relationships with colleagues at state, regional and local agencies; facilitates a wide variety of meetings and group processes in high-stakes areas including facilitating meetings with reluctant and resistant groups.

Establishes and maintains working relationships between local school district partners and other Santa Clara County Office of Education (SCCOE) departments.

Closely collaborates with teammates to design, coordinate, and implement workshops, training, and networks (and related materials) to support districts' improvement efforts.

Supervises and evaluates personnel; assigns duties and reviews work for accuracy, completeness and compliance with established standards and procedures; works cooperatively with SCCOE and district staff on interagency projects.

Utilizes technology, graphic software and online platforms, designs and implements online courses utilizing to support improvement efforts.

Operates a computer and assigned software programs; researches new technology and innovative tools to support inclusive education; operates other office equipment as assigned.

Supports the collection, maintenance of feedback related to technical support provided through ongoing evaluations; monitors, analyzes and shares data collected for continuous improvement.

Facilitates meetings (both in person and via video conferencing platform), creates agendas and keeps meeting minutes.

Provides annual School Attendance Review Board (SARB) training for school district personnel that supervise attendance; prepares lists of trained personnel for Board approval.

Provides assistance to school districts applying for the California Department of Education (CDE) Model SARB designation.

Gathers data and analyzes county-wide impact of services on students in areas of absenteeism and truancy.

Convenes designated attendance officers in Santa Clara County School Districts to participate in a Community of Practice to support quality implementation of evidence-based practices.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

Local Control and Accountability (LCAP), Differentiated Assistance (DA) requirements;

Familiar with the statewide Systems of Supports;

Training and experience in Improvement Science and similar designs for continuous improvement;

Components of Local Control and Accountability Plan (LCAPs), approval criteria, and

the process of continuous improvement;

Implementation of Improvement Science;  
 California System of Support;  
 Usage of data for continuous improvement at the district and site level;  
 Components of program evaluation, with a particular emphasis on programs serving English Learners, foster youth and low-income students;  
 Principles, theories, standards, practices, strategies and use of standards-based materials, intervention programs and best practices in accelerating student learning and achievement, especially for students of color, English learners, foster youth, students with disabilities and students living in poverty;  
 Deep understanding of the achievement gap, role of equity in schools and districts, the impact of institutional racism and what effective schools do to counteract the negative effects of same;  
 Practices, procedures, and techniques involved in the development and implementation of effective professional development activities, with particular emphasis on professional learning communities;  
 Current research and best practices on instructional techniques and strategies related to Common Core State Standards and Smarter Balanced Assessments;  
 Policies and objectives of assigned programs and activities;  
 Applicable laws, codes, regulations, policies, and procedures;  
 Public speaking techniques;  
 Oral and written communication skills;

**ABILITY TO:**

Instruct educators and administrators on the effective use of data at the classroom/district level for the purpose of continuous improvement;  
 Develop and implement strategies and training activities to enhance educational effectiveness and student learning in local school districts;  
 Design, develop, implement, and conduct effective training and professional development activities for faculty, staff, and administrators;  
 Work effectively as part of a team with individuals and groups from diverse ethnic, racial, linguistic, and social backgrounds;  
 Facilitate group processes and conversations in a variety of settings, including meetings with reluctant participants and highly charged situations;  
 Communicate effectively both orally and in writing; prepare and deliver effective written and oral presentations;  
 Conduct oneself in a professional manner using tact, patience, and courtesy;  
 Analyze situations accurately and adopt an effective course of action;  
 Resolve conflicts effectively with positive results in a timely manner;  
 Meet schedules and timelines;  
 Work independently with little direction and produce high quality work;  
 Interpret, apply, and explain laws, codes, regulations, policies, and procedures;  
 Prepare and maintain various records, reports, and files;  
 Operate a variety of office equipment including advanced use of computers and assigned software, copiers, fax machines, projectors, and audio-visual equipment;  
 Serve as technical resource regarding Local Control and Accountability Plan (LCAP), Differentiated Assistance (DA), Multi-Tiered System of Support (MTSS);  
 Effectively give and receive feedback to elevate professional practices.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;  
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;  
Models inclusive, effective, and authentic communication;  
Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Minimum of three (3) years of administrative experience (school site and district office preferred);  
Experience in writing Local Control and Accountability Plan (LCAPs), data analysis and program evaluation;  
Experience in program design and implementation for English Learners, Low Income and Foster Youth;  
Training or experience in Improvement Science or other continuous improvement models;  
Experience implementing and monitoring the effectiveness of a Multi-Tiered System of Support (MTSS).

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Master’s degree in education or related field  
Valid California driver’s license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information;  
Seeing to read a variety of materials;  
Walking, bending, reaching, standing, and stooping;  
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 lbs;  
Dexterity of hands and fingers to operate a computer keyboard.

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*Larry Oshodi*  
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Approved:

Larry Oshodi  
Assistant Superintendent-Personnel Services

Date

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*Mary Ann Dewan*  
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Authorized:

Mary Ann Dewan, Ph.D.  
County Superintendent of Schools

Date