

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ASSISTANT DIRECTOR – LCAP ADVISORY SERVICES AND DISTRICT SUPPORT**

#### **BASIC FUNCTION:**

Under the direction of the Director III-Continuous Improvement and Accountability and/or designee, provides leadership and support to districts for the development, review, approval and implementation of District Local Control and Accountability Plan (LCAP); directs programs, services, and technical assistance to support the development of high quality LCAPs across the county; provides information and services as a resource to others; assists the County Superintendent in fulfilling the statutory obligation for LCAP approval; and supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Collaborates with district and school administrators to establish needs and provide high-level facilitation, professional development, and technical assistance to support Local Control Funding Formula (LCFF) implementation and assist in developing LCAP goals and services.

Provides high-quality and consistent support to districts throughout the development and approval process of LCAP, ensuring compliance with state policies and procedures.

Stays current on guidance from California Department of Education (CDE) and California Collaborative for Excellence in Education (CCEE) to guide the alignment accountability measures and provides technical assistance that will have an impact on student achievement.

Plans and implements services that build capacity for districts to use LCAP and SPSAs as a process for continuous improvement in achieving desired student outcomes and ensuring college/career readiness.

Works in conjunction with the Differentiated Assistance and District Support staff to offer and facilitate a variety of continuous improvement focused trainings and networks.

Supports schools and districts identified for Comprehensive/Targeted Support and Improvement under federal ESSA legislation.

Collaborates with other Santa Clara County Office of Education departments and professionals, such as curriculum & instruction, fiscal, technology, student services, special education, and all related divisions to promote ongoing communication with a focus on Equity to support high-needs districts.

Trains, and engages with review teams to assist in the development and implementation process of LCAP and identifying plans to meet the state requirements and timelines.

Leads calibration efforts to ensure the consistency of LCAP review process.

Uses the CCSESA LCAP approval manual to guide consistency of the review process and develops recommendations for procedures to implement the guidelines contained in the manual.

Ensures the successful completion of the review process and provides ongoing updates to the County Superintendent and district leaders.

Assists districts in compiling and reviewing data using the California Schools Accountability Dashboard and other local measures to update goals, actions, and services identified in the LCAP.

Designs and facilitates a variety of networks and community of practices to support continuous improvement efforts of district and site leaders.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Participates in a variety of meetings for the purpose of gathering and conveying information regarding a variety of subjects required to carry out administrative responsibilities.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Administration of the academic assessment and accountability program;  
Applications, current research, and innovations in academic assessment and program evaluation;  
State and Federal accountability systems and measures and how measures are calculated;  
State and Federal legislation, and the impact to specific student groups including English Learners, low-income students, foster youth, students with disabilities and other underperforming student groups;  
The Smarter Balanced Assessment Consortium and the Common Core State Standards;  
Oral and written communication skills;  
Applicable laws, codes, regulations, policies and procedures;  
Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software.

**ABILITY TO:**

Direct and evaluate the performance of assigned staff;  
Communicate effectively both orally and in writing;  
Speak and present to groups, facilitate meetings, training programs, and development discussions;  
Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;  
Interpret, apply and explain rules, regulations, policies and procedures;  
Operate a computer and assigned office equipment;  
Meet schedules and timelines;

Work independently with little direction;  
Plan and organize work;  
Prepare comprehensive narrative and statistical reports;  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master’s degree in education (doctorate preferred) or related field and five (5) years of experience in a certificated position including three (3) years’ experience in the administration of professional staff development, instructional leadership and curriculum development at a site or district level; and knowledge of Local Control Funding Formula (LCFF) and LCAP regulations, template and review criteria.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid California Elementary or Secondary Teaching Credential  
Valid California driver’s license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations;  
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

Approved: Anisha Munshi 4/23/2020  
Anisha Munshi, Ed.D. Date  
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 4/23/2020  
Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools