



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATOR III, CONTINUOUS IMPROVEMENT & SUPPORT

DEFINITION:

Under supervision of the Superintendent or designee, the Administrator, Continuous Improvement & Support, will lead the planning, continuous improvement, and implementation of Social & Emotional Learning (SEL) to support schools in the development of positive school climate, social & emotional skills development, restorative practices, and continuous improvement efforts. This position, in coordination with Business Services, plans, directs and monitors the Tehama County Department of Education (TCDE) Local Control Accountability Plan (LCAP) approval process for districts and charter schools. This support includes the review, evaluation and approval of LCAPs and related federal program planning and performance processes. Additionally, this position is responsible for providing technical assistance during the Differentiated Assistance process to districts identified through California's accountability system, the California Dashboard, as well as schools identified as performing in the lowest 5% under ESSA.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Although the job tasks may vary due to specific requirements from one program to another, duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Support school sites in the development, writing and implementation of the Single Plan for Student Achievement (SPSA) in compliance with district, state and federal guidelines.
- Attend local and regional training on ESSA, LCAP and SPSA development and best practices. Share information with districts.
- Coordinate with state and federal departments on the writing, monitoring and approval processes for the LCAP and the SPSAs.
- Work with TCDE department managers to ensure department support of districts identified on the California Dashboard for Differentiated Assistance. This includes schools identified in the lowest 5% for accountability purposes, as defined by ESSA.
- Develops and implements an integrated, coordinated, and coherent system of resources, differentiated assistance, interventions and supports to meet identified school and district's needs.
- Develops and maintains collaborative relationships with colleagues at state, regional and local agencies.
- Directs, develops and delivers professional development on state priorities, analyzing data, LCAP development and continuous improvement to support the implementation of districts and charter schools LCAPs.
- Attend CO-OP meetings hosted by TCDE Business Department.
- Attend monthly State and Federal Program Directors meetings and report out to TCDE Departments and Tehama County School districts as appropriate.
- Design, participate and/or facilitates professional learning networks focused on systems improvement, educational leadership, and collaborative practices.
- Mentor school administrators to support effective leadership at the intersection of social, emotional, and academic issues.
- Connect schools to SEL-related community partners, resources, tools, professional development, etc.
- Facilitate parent, teacher, administrator and community meetings to build knowledge around school climate and SEL.
- In partnership with districts, coordinate initial professional development and on-going professional learning communities to support the implementation of evidence-based SEL and behavior supports.
- Support districts in their data review, annual update and evaluation of the LCAP and SPSAs.



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- Work in partnership with the TCDE Coordinator-Data Analysis to generate district, school and county data reports.
- Support schools and districts to integrate the social, emotional, and academic needs of their students into instructional design, school management and MTSS.
- Conduct outreach and builds strong working relationships and partnerships with district and school personnel.
- Work in partnership with TCDE Business Services to provide LCAP budget information support and LCAP approval for districts.
- Drive frequently for department business.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Valid Administrative Credential is required.
- Master's Degree in related field is preferred.
- Minimum five (5) years of progressive experience in a leadership capacity, including site or district is required.
- Experience with LCAP and/or SPSA development, writing and implementation desirable.
- Experience and training in continuous improvement strategies and data to find root causes related to improvement.
- Demonstrated successful facilitation, consultation, communication and leadership skills.
- Possession of a valid California driver's license and vehicle insurance.

KNOWLEDGE OF:

- Federal, state and education code, laws and regulations regarding funding, strategic planning, assessment, and accountability.
- School Site Council development and procedures of SPSA implementation.
- Knowledge of best practices in school climate and SEL reports.
- Expertise in guiding the analysis of data and data based inquiry to ensure improvement in professional practice. Experience using data to drive critical conversations and continuous improvement among peer and non-peer colleague groups.
- Ability to coordinate and collaborate with diverse groups of professionals across multiple departments and organizations to achieve unified, consistent practices.
- Experience coordinating and delivering professional development for a variety of internal and external stakeholders.
- Effective project management.
- Strong written and verbal communication skills
- Interpersonal skills using tact, patience and courtesy.
- School district and/or county office administrative procedures and operations.
- Correct English usage, spelling, and punctuation.
- Computer applications and software, including word processing, database, and desktop publishing programs.
- Skilled multi-tasker and excellent time manager; ability to effectively achieve multiple goals and manage multiple project simultaneously.
- Passion and urgency for the critical role of SEL/School Climate in improving the lives of students and families in Tehama County.



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ABILITY TO:

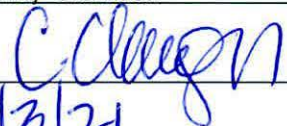
- Maintain confidentiality.
- Effectively provide leadership and manage the multiple federal, state and local funded programs.
- Remain current with the newest information about changes to ESSA, SPSA, LCFF, LCAP legislation, including changes to required templates and metrics.
- Understand, interpret, and apply laws, policies, rules and guidelines that govern programs and funding.
- Work effectively with districts, community, outside agencies, and staff; communicate effectively both orally and in writing, analyze situations accurately and adopt an effective course of action.
- Conduct effective meetings and staff development activities.
- Work independently with little direction and maintain current knowledge in the field.
- Speak, read, and write appropriate English.
- Understand and carry out oral and written directions with minimal accountability controls.
- Typing and computer skills at a level necessary for expected job performance.
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: _____ January 27, 2020 _____	Revised: _____ 8/3/21 _____
APPROVED	
Print Name: _____ Chinny Clawson _____	Title: _____ Director, Human Resource Services _____
Signature: _____  _____	
Date: _____ 8/3/21 _____	