



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DIRECTOR – LCAP & DIFFERENTIATED ASSISTANCE

DEFINITION:

Under supervision of the Superintendent or designee, this position is responsible for providing leadership and technical assistance to TCDE department managers and Tehama districts/schools in developing, writing and implementing Local Control Accountability Plans (LCAPs) and Single Plans for Student Achievement (SPSAs). This support includes the review, evaluation and approval of LCAPs and related federal program planning and performance processes. Additionally, this position 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.

- Supports school sites in the development, writing and implementation of the Single Plan for Student Achievement (SPSA) in compliance with district, state and federal guidelines.
- Plans and coordinates activities related to the development, writing and completion of the TCDE and Tehama district LCAPs.
- Remains current with the newest information about changes to ESSA, SPSA, LCFF, LCAP legislation, including changes to required templates and metrics.
- Attends local and regional training on ESSA, LCAP and SPSA development and best practices. Shares information with districts.
- Coordinates with state and federal departments on the writing, monitoring and approval processes for the LCAP and the SPSAs.
- Works 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.
- Supports districts in their data review, annual update and evaluation of the LCAP and SPSAs.
- Works in partnership with the TCDE Coordinator-Data Analysis to generate district, school and county data reports.
- Serves as a resource and provides high levels of facilitation and professional development to districts about the LCAP, state content standards, the California Assessment of Student Performance and Progress system (CAASPP) and current best planning practices and resources.
- Conducts outreach and builds strong working relationships and partnerships with district and school personnel.
- Works in partnership with TCDE Business Services to provide LCAP budget information support and LCAP approval for districts.
- Assists TCDE dependent Charter Schools with the development, writing and implementation of their LCAP.
- Provides leadership with TCDE department directors and program coordinators to establish and achieve TCDE department LCAP goals.
- Prepares written reports and oral presentations relative to program.
- Conducts and participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information to support districts.
- Communicates using a variety of methods with districts, state and county offices, and schools.
- Serves on county, regional and state committees, as appropriate.
- Drives 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 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.
- 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.

ABILITY TO:

- Effectively provide leadership and manage the multiple federal, state and local funded programs.
- 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.

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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



Tehama County Department of Education
Job Description
Director – LCAP & Differentiated Assistance

Official: 
Effective: 06/04/18

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: June 4, 2018

Revised: _____

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: June 4, 2018