



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DIRECTOR, CONTINUOUS IMPROVEMENT & SUPPORT**

### DEFINITION:

Under supervision of the Superintendent or designee, the Director, 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.

### 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; 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 possession of a valid California Administrative Services Credential and two years of successful administrative experience required; master's degree in education or related field preferred; desired successful experience includes site or district administration; implementation, oversight or monitoring of district or school project site plans; state or federal categorical program implementation; design



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and delivery of professional development; and meeting facilitation with education partners and community groups; valid California driver license and evidence of insurance is required.

KNOWLEDGE OF:

Current research on district and school reform, effective instructional practices, and strategies that support the closing of the achievement gap for underperforming student groups; applicable sections of State Education Code and other codes, laws, rules and regulations related to assigned activities; CDE implementation guidelines related to LCAP, LCFF, School Plan for Student Achievement, CSI, and state priorities and associated metrics; policies and objectives of TCDE, assigned programs, services, and activities; budget analysis and potential impact of budget on programs; principles and practices of administration, supervision and training; methods of organizing and maintaining team efforts; public speaking, presentation, and facilitation techniques; effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, CDE and other state agencies; interpersonal skills using tact, patience and courtesy.

ABILITY TO:

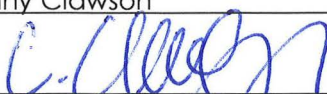
Interpret, apply and explain complex rules, regulations and procedures of State Education Code, and other regulatory agencies; plan, organize, control and provide overall direction to a variety of programs and services including but not limited to LCAP development and monitoring; direct and participate in the development of policies, procedures, and fiscal decisions; maintain current knowledge of program rules, regulations, requirements and restrictions; assemble and analyze complex data and situations accurately and adopt an effective course of action; plan, prepare and implement innovative actions; communicate effectively in both oral and written forms; develop and maintain positive and cooperative working relationships with individuals and groups of diverse backgrounds; effectively transmit knowledge and skills to staff; train, supervise and evaluate personnel.

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: <u>January 27, 2020</u>	Revised: <u>November 16, 2022</u>
<b>APPROVED</b>	
Print Name: <u>Chinny Clawson</u>	Title: <u>Director, Human Resource Services</u>
Signature: <u></u>	