

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Assistant Director of Innovation and School Programs

SALARY PLACEMENT: Rocklin Administrators Professional Association Salary Schedule

SUMMARY:

The Assistant Director of Innovation and School Programs is responsible for providing leadership and coordination in the development and annual implementation of the District's Local Control and Accountability Plan (LCAP) and of other state and federal programs operated at schools. Under the supervision of the Deputy Superintendent of Educational Services, the Assistant Director oversees the planning, implementation, evaluation, and reporting required in the state LCAP and other federal funding projects. The Assistant Director provides technical, specialized, consultative, advisory and planning services, direction and leadership, including the interpretation of related program and student and equity performance data, in the evaluation of LCAP actions, related state/federal initiatives, and improvement plans for schools and the District and related budgets. The Assistant Director will also support the implementation and revision of the District and School Strategic Plans.

SUPERVISOR:

This position reports directly to the Deputy Superintendent of Educational Services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists in the planning, implementation, and evaluation of activities related to state and federal programs.
2. Assists in the planning, implementation, and evaluation of activities related to school improvement, including information on best practices supporting school improvement activities, under CA Differentiated Support and/or Intensive Intervention or federal Targeted Assistance Schools.
3. Collaborates with site principals, School Site Councils, and other central office staff in the articulation of all District activities planned for students that are provided through state and federal programs.
4. Coordinates fiscal management of all federal and state budgets and budgetary reports with appropriate staff in policy and planning and fiscal services.
5. Provides updated reports regarding federal and state projects to the Superintendent, principals, board members, and parents as they become available.
6. Prepares all parent notifications relating to ESSA, LCAP, and completes all required actions for any school identified as Title I Program Improvement, including options for transportation and supplemental services.
7. Monitors implementation of actions, services and projects as outlined in project timelines.
8. Develops parental involvement activities in coordination with site principals and staff for both state and federal programs.
9. Serves as a district liaison for homeless students and their families, foster students and students qualifying for home/hospital services.
10. Arranges transportation for out-of-district homeless students. Communicates with families for needed resources. Coordinates resources and programs to serve homeless students.
11. Updates the Federal LCAP Addendum Plan to ensure all goals and objectives meet guidelines and are aligned with academic needs of students in the district.
12. Attends all federal and state program training institutes as needed or recommended by the Deputy Superintendent.
13. Acts as liaison among District and site level administrators, and other appropriate personnel in the coordination of all state and federal resources to ensure student academic needs are met.
14. Coordinates allocations to private and nonpublic schools as required by state and federal categorical programs.
15. Organizes and conducts school site self-reviews and Federal Program Monitoring, Office of Civil Rights reporting, and/or School Targeted Assistance planning.
16. Serves as a District level resource to teachers, support staff, and administrators for implementation of LCAP.

17. Provides leadership for the annual budget development activities related to CA LCAP and federal programs.
18. Coordinates with Educational Services staff on the development, tracking and evaluation of LCAP metrics, particularly for actions improving/increasing services in the area of English learners, students in poverty and foster youth.
19. Directs, coordinates, and provides training for the LCAP District Advisory, LCAP Stakeholder Meetings, and School Site Councils
20. Supports dependent charter in the development and monitoring of LCAP goals and programming.
21. Performs other duties as assigned by the Deputy Superintendent.
22. Coordinates with Educational Services staff in the implementation of the Multi-Tiered- Support System, including use of data tools to evaluate the impact of academic and behavioral interventions such as Positive Behavioral Interventions and Supports data.
23. Supports the development, revision and implementation of District and site strategic planning.
24. Promotes the effective use of instructional technology that enhances teaching, learning and innovation, working with Educational Services staff to identify relevant professional learning activities and tools.

Knowledge of:

- State and federal accountability systems and compliance monitoring requirements and reviews
- Effective academic interventions
- Emerging technologies that support student achievement
- How to effectively design and provide equity-focused technical assistance
- Pedagogical principles and practices in effective teaching and learning for underserved students
- Existing programs which have been successful in closing the achievement/access gaps and increasing the college-going rate of underserved students

Ability to:

- Analyze, interpret and apply laws and regulations
- Use a broad array of technology for project and assessment development
- Establish and maintain appropriate project deadlines
- Establish and manage department priorities, processes, and procedures
- Manage multiple projects
- Work with a variety of individuals and groups
- Communicate effectively orally and in written form
- Exercise sound judgment
- Travel to various locations
- Use data to establish vision and align priorities
- Facilitate group processes, planning, and training activities
- Implement established goals and objectives
- Monitor and evaluate projects
- Use technology to enhance teaching, learning and assessment of programs
- Work independently

EDUCATION:

Prefer Master's Degree or the equivalent from an accredited institution of higher learning.

EXPERIENCE:

Experience as a classroom teacher and/or a public school, district, or county office administrator; experience in state and federal program requirements; program development, assessing effectiveness of acceleration programs and services; building partnerships; providing leadership in the identification, design, dissemination, implementation, and evaluation of promising/best practices of student achievement/intervention programs.

Experience in designing and delivering effective professional learning and stakeholder input sessions; the analysis and collection of program implementation data, and facilitation of groups using analysis, improvement and action planning protocols.

Knowledge and experience with technology and data analysis of appropriate program metrics; digital tools including Google, data platforms, databases, spreadsheets, screencasting, and other applicable online resources.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Valid California Teaching Credential or equivalent Services Credential

Valid California Administrative Services Credential

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and require light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: May 1, 2019

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.