

SANTA MARIA BONITA SCHOOL DISTRICT
Director For District Plan Alignment and Implementation Job
Description

BASIC FUNCTION:

Under the direct supervision of the Superintendent or designee will direct, coordinate, and facilitate the development, alignment, implementation, and evaluation of the District's comprehensive academic planning efforts in conjunction with the Local Control and Accountability Plan (LCAP) development. Working in collaboration within and across applicable district departments, the Director is responsible for strategic development, organization and facilitation of engagement activities, as well as coordination of the writing, implementation, and evaluation of planning processes.

REPRESENTATIVE DUTIES:

- Collaborate with District Directors to align comprehensive planning efforts in the service and support of teaching and learning outcomes.
- Support school site leadership teams in the development and creation of the School Plan for Student Achievement (SPSA's).
- Collaborate within and across schools and district departments in the development of the LCAP and alignment of LCAP and SPSA's.
- Plan and facilitate all activities related to the development, alignment, writing and evaluation of the District's annual Local Control Accountability Plan (LCAP).
- Plan, organize and coordinate broad stakeholder engagement strategies relating to the development and creation of the LCAP including community meetings, focus groups, and stakeholder feedback processes.
- Coordinate all details relating to the creation, development and training of the District's LCAP Advisory Committee, including meeting facilitation.
- Lead discussions with stakeholders, individually and in small or large groups, to ensure that the LCAP engagement strategy is inclusive of a diverse set of voices throughout the community.
- Provide support to principals, leadership teams, and School Site Councils to ensure the SPSA's are aligned with all District, State and Federal guidelines.
- Prepare and present regular Board presentations on LCAP status and updates, including detailed updates on engagement activities.
- Provide regular updates to District leadership regarding process of engagement activities and creation of the LCAP.
- Remain current with the newest information about legislative impacts on district plan requirements and collaborate within and across district department and school sites to inform applicable planning processes.
- Attend local and regional updates on plan development and best practices and share information with the District Staff.
- Collaborate within and across district department in the alignment, implementation, and evaluation of the actions and services included in the adopted LCAP.

- Collaborate within and across district departments in the identification and progress monitoring of metrics used to address the effectiveness of actions and services.
- Collaborate with the integration and progress monitoring of school improvement initiatives that close student achievement gaps between racial, ethnic and economic groups to ensure equity within schools and programs.
- Other duties as assigned.

Minimum Qualifications:

1. Education: Master's Degree.
2. Credential: Teaching Credential and Administrative Services Credential.
3. Experience: A minimum of five 5 years successful teaching experience and (3) years of Administrative experience.

Classification:

Management

Work Year: 223 Days

Board approved: 06/12/19