

TEHAMA COUNTY DEPARTMENT OF EDUCATION

ADMINISTRATOR – RSDSS/LCAP

DEFINITION:

Under supervision of the Superintendent or designee, the Administrator – RSDSS/LCAP is responsible for supervision and regional coordination for the Regional System of District and School (RSDSS), and 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.

EXAMPLES OF 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.

- Develops, implements and monitors the RSDSS Regional Grant application and budget in collaboration with Region 2 RSDSS coordinators.
- Provides leadership, direction and professional development for Region 2 RSDSS coordinators.
- Ensures accurate RSDSS service data is entered into management system and all required reporting meets state and federal deadlines.
- 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.
- 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.
- Works with TCDE department managers to ensure department support of district LCAP and SPSA assistance needs and implementation.
- 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.

QUALIFICATIONS:

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.

Skill and 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.

EXPERIENCE AND EDUCATION:

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:

Experience

Five years program, school or district administrative experience.

Experience with LCAP and/or SPSA development, writing and implementation desirable.

Education

BA in related field; MA in related field desirable

OTHER LICENSES OR REQUIREMENTS:

California Administrative Services Credential
Valid California Driver License with evidence of insurance.

PHYSICAL DEMANDS:

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 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move or maneuver safely around objects and furniture. This type of work will involve sitting, walking, and standing.
- Need to perceive the nature of sound, have near and far visual acuity and depth perception, and provide oral information,
- Need to possess the manual dexterity to operate business related equipment, and handle and work with various materials and equipment that are important to the aspects of this job.

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.