## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
### Position Description

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| **TITLE:** | Director, Innovative Schools | **CLASSIFICATION:** | Non-Represented Management, Certificated |
| **SERIES:** | Director II | **FLSA:** | Exempt |
| **JOB CLASS CODE:** | 9714 | **WORK YEAR:** | 12 Months |
| **DEPARTMENT:** | Strategy and Innovation Office | **SALARY:** | Range 17 Salary Schedule A |
| **REPORTS TO:** | Chief Strategy Officer | **CABINET APPROVAL:** **HR APPROVAL:** **CABINET REVISION:** | 05-05-14 08-20-14; 06-03-16; 07-03-19 |

**BASIC FUNCTION:**

Direct, plan, coordinate, design, conduct, supervise, and provide oversight to the charter school petition review process, assessment, research, and evaluation activities; provide information to facilitate informed decision-making regarding the improvement of District programs and school site delivery of instruction and other services provided to students; and plan, coordinate, and support District with special projects. Additionally, the Director will assist the Chief Strategy Officer in designing and supporting district and school systems innovation to support student success.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Establish and oversee SCUSD Administrative structures and procedures in compliance with requirements for California Ed Code and in accordance with best practices aligned to Principle and Standards set forth by National Association of Charter School Authorizers (NACSA). **E**

Develop and maintain charter application procedures. **E**

Develop accountability standards for SCUSD authorized schools in the areas of academic performance, financial viability, and organizational compliance. **E**

Develop metrics and processes for charter renewal, charter revocation, and school closure. **E**

Develop and implement systemic approach to analyze, evaluate, and monitor enrollment and the charter's capacity to market and promote their school(s) to grow/maintain a viable enrollment. **E**

Communicate effectively with SCUSD authorized schools; serving the interests of their students by continually seeking to strengthen the schools. **E**

Prepare and issue reports to SCUSD governing board and progress of each charter school. **E**

Assist with the establishment and implementation of accountability guidelines for charter schools; develop and implement monitoring structures. **E**

Align strategic school and district improvement initiatives to best instructional practices for student achievement in close collaboration with the Chief Academic Officer and the Chief Strategy Officer.  **E**

Utilize professional knowledge and experd[o1T(0.9(e)-1.6(s)1a.8( )]TJ   40.033 3(s11.184 0 T9.2(s)- )(s)1a..9[o)8 sislof1T(t.6(l)

- Create and maintain assessment databases.
- Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.
- Train and supervise the performance of assigned staff. Prepare and deliver presentations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures. Complete assignments successfully with a minimum of direction and supervision.
- Obtain maximum cooperation and rapport with departmental and other District employees.
- Maintain a high level of objectivity, and provide quality information to facilitate decision-making at all levels.
- Conduct research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate orally and in writing to audiences of varying levels and consult in matters of evaluation results. Collaborate with school staff, District staff, and outside agencies on research and evaluation design and data needs. Operate a computer and related software.
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