



Leadership • Collaboration • Support

JOB TITLE: Coordinator, Accountability and Innovation

Administrative Salary Schedule A, Range 9

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Plans, organizes, and directs assigned programs and activities within the Solano County Office of Education (SCOPE). Provides leadership in the areas of instruction, curriculum, and administration. Develops and implements systems to support assessment and accountability. Acts as a facilitator of discussions around assigned programs with districts and other public agencies.

JOB REQUIREMENTS AND QUALIFICATIONS

- Any combination of education, training, and experience equivalent to a bachelor's degree from an accredited college or university; Master's degree in education or related field preferred
- Successful experience working with state and federal educational programs, Local Education Agencies (LEAs), government agencies, and community-based organizations, as well as experience leading the administration of the statewide assessment system and conducting training/professional learning.
- A California Administrative Credential or equivalent qualification.

ESSENTIAL DUTIES:

- Coordinates statewide assessment of students across SCOPE programs as needed. including annual calendar, deadlines, troubleshooting and support.
- Supports Williams Settlement audit visits and coordination.
- Supports the collection, analysis, and use of data to improve instruction and utilizes Improvement Science strategies to engage with LEAs to support the technical assistance and Differentiated Assistance process, as requested.
- Identifies, coordinates, and provides professional learning opportunities for certificated and classified (e.g. paraprofessionals) personnel within various SCOPE programs.
- Facilitates professional networks.

- Develops plans for the most effective use of curriculum materials, instructional supplies, and equipment.
- Establishes and fosters connections with professional and community organizations as they relate to assigned programs.
- Collaborates with others to provide technical expertise for the purpose of implementing and maintaining services and/or programs for instructional services.
- Designs and implements innovative programs and supports through collaboration with SCOE staff and outside partners.
- Provides responsive support with a variety of initiatives (e.g. Advancement via Individual Determination (AVID), Family and Community Engagement, Equity, etc.).
- Interprets and applies state, county, and school district laws, regulations, policies, and procedures related, but not limited to Federal Program Monitoring (FPM), California Basic Educational Data System (CBEDS), School Accountability Report Card (SARC), Consolidated Application, Statewide testing, etc.
- Supports development of SCOE's Local Control Accountability Plan (LCAP) as well as support of district LCAP review, as needed.
- Serves as a member of the Management Advisory Council (MAC) of SCOE.

MARGINAL DUTIES

- Represents assigned SCOE programs at the county, regional, and state level.
- Attends meetings as County liaison for assigned programs.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Directly responsible to the Senior Director, District and School Support.

SUPERVISION EXERCISED

Supervises staff as assigned.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (30%) Walking (15%) Sitting (55%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (2)	Bending (3)	
Pushing and/or Pulling Loads (1)		Reaching Overhead (2)	Kneeling or Squatting (3)	
Climbing Stairs (2)		Climbing Ladders (0)		