



Leadership • Collaboration • Support

**JOB TITLE: Director, Innovative Programs and Student Success**

**Certificated Directors Salary Schedule, Range 1**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

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

**JOB REQUIREMENTS AND QUALIFICATIONS**

- A minimum of five (5) years of certificated experience in public or private middle school and/or high school.
- A California Administrative Credential or equivalent qualification.

**ESSENTIAL DUTIES**

- In collaboration with team members in areas assigned, provides leadership to staff in determining objectives and identifying student and school needs as the basis for developing long- and short-range plans.
- Coordinates statewide assessment of students across SCOE programs as needed.
- Develops and coordinates innovative projects in areas as assigned.
- Supports technology integration to collect, analyze, and use student data to improve instruction in SCOE programs and to support Differentiated Assistance and other similar work as requested.
- Provides leadership for integration of technology resources included with Common Core State Standards (CCSS) and assessment through professional development which includes effective use of interactive technology tools and resources.
- Identifies, provides, and coordinates professional learning opportunities for certificated, paraprofessional, and classified personnel within various SCOE programs.
- Works collaboratively with other leaders and facilitates professional networks.
- Collaboratively makes plans for the most effective use of curriculum materials, instructional supplies, and equipment.
- Works with professional and community organizations as they relate to assigned programs.

- 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), Statewide testing, etc.
- Support development of SCOE's Local Control Accountability Plan (LCAP).
- Serves as a member of the Chief Administrative Team (CAT) for SCOE.
- Serves as a member of the Management Advisory Council (MAC) of SCOE.
- Writes grants and supports their implementation, as requested.

**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 Associate Superintendent of Educational Services and Special Education.

**SUPERVISION EXERCISED**

Supervises staff as assigned.

**PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (15%)                                      Walking (15%)                                      Sitting (70%)

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)