MANAGEMENT ANALYST II – LOCAL CONTROL AND

ACCOUNTABILITY

Certificated Job Description

IMMEDIATE SUPERVISOR:

Assigned Administrator

ESSENTIAL FUNCTIONS:

1. Act as a resource to school districts and the County Office in school and district improvement plans which address Basic Services, Implementation of State Standards, Parent Involvement, Student Achievement, Student Engagement, School Climate, Course Access, and Student Outcomes.

2. Serve as a resource and assist district and site administrators in the development, implementation, and monitoring of district and school plans, i.e., Local Control and Accountability Plan, Single Plan for Student Achievement.

3. Assist districts in utilizing data to make informed decisions in planning for continuous improvement.

4. Develop, coordinate, conduct and/or facilitate professional development workshops and conferences.

5. Provide leadership for all instructional aspects concerning school improvement and increasing student achievement.

6. Represent the County Office at professional meetings.

7. Assist district and site administrators in the implementation of California content standards, including but not limited to, common core state standards, ELD standards and next Generation Science Standards.

8. Work with professional and community committees, organizations, institutions, and other agencies at the local, state and national level to promote improved practices in education.

9. Coordinate and implement county office programs and activities to support schools and districts in all aspects of continuous school improvement.

10. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and ability to stay abreast of current trends, innovations, and practices in elementary and secondary education.

2. Ability to work and communicate with people effectively and cooperatively.

3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Interest in and knowledge of instruction and curriculum development as evidenced by prior professional experiences.

2. Capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices.

3. Possession of a broad range of pedagogical skills, inclusive of adult learning strategies.

4. Ability to make decisions based on a sound educational philosophy.

5. Ability to establish appropriate working relationships and rapport with individuals and groups.

6. Successful experience as a site or district administrator.

7. Knowledge of and experience in instructional leadership at the school or district level.

8. Successful experience in organizational change management.

9. Strong communication skills; both written and oral

10. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold appropriate Administrative credential.

2. Must hold a Master's Degree earned at an accredited college or university.

3. Must hold appropriate California teaching credential(s).

4. Authorization to teach English Learners preferred.

B. Experience:

1. Successful experience in classroom teaching, preferably with populations of English learners and socioeconomically disadvantaged students.

2. Successful experience in an Administrative role at a school site or district/county office, including coaching experience.

3. Leadership in providing teachers and administrators with the skills and knowledge for effective design, implementation, and evaluation of instructional programs.

4.   Successful experience in coordinating and conducting professional learning activities.

5.   Experience in curriculum development and/or supervision.

6.   Experience that indicates knowledge of continuous improvement principles, practices and implementation science.

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