

CLASS TITLE: ~~COORDINATOR - DISTRICT IMPROVEMENT AND SUPPORT~~

BASIC FUNCTION:

Under the direction of the Director III - LCAP Advisory Services, supports the planning organization

coordination and implementation of the Santa Clara County Office of Education's Local Control
Accountability Plan (LCAP) needs, location and support services for the District's LCAP

Assists in the development and preparation of annual preliminary budgets for assigned projects and programs;

Attends and participates in a variety of meetings, task forces, seminars, in-services and conferences.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Components of LCAPs, approval criteria, and the process of continuous improvement:

Implementation of Improvement Science;

Use of data for continuous improvement at the district and site level;

Components of program evaluation, with a particular emphasis on program evaluation for English Learners

Meet schedules and timelines;
Work independently with little direction;

Prepare and maintain various records, reports and files;
Operate a variety of office equipment including advanced use of computers and assigned software