

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Director of Academic Improvement and Multi-Tiered Systems of Support (MTSS)
SALARY PLACEMENT:	Rocklin Administrators Professional Association (RAPA) Salary Schedule

SUMMARY:

The Director of Academic Improvement and Multi-Tiered Systems of Support is responsible for providing leadership and coordination of the district's academic support programs and multi-tiered systems of support (MTSS) to meet students' academic, social, emotional, and behavioral needs. The Director will provide leadership to the district's math improvement efforts through the use of improvement science process in collaboration with schools. This includes the planning, implementation, evaluation, and reporting of this work to district stakeholders. The Director will provide supervision and support to math instructional coaches and program specialists who support curriculum, instruction, and professional learning.

SUPERVISOR:

This position reports directly to the Associate Superintendent of Elementary Education and Educational Services and the Associate Superintendent of Secondary Education and Educational Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Develop, implement, oversee academic improvement efforts in all content areas with a focus on math.
2. Lead Improvement Science efforts district-wide to improve academic outcomes for students.
3. Provide support, coaching, and supervision of Math Instructional Coaches.
4. Oversees professional development to support academic improvement and MTSS.
5. Direct K-12 curriculum adoption process and implementation.
6. Develop, maintain, and support academic interventions/accelerations in K-12 schools.
7. Enhance, maintain, and support PBIS and additional tiered behavior support systems in K-12 schools.
8. Develop, implement, and provide ongoing support for tiered socio-emotional support systems in K-12 schools.
9. Provides leadership and facilitation in the development and implementation of common grade level and course assessments for math and ELA in K-12 schools.
10. Manage collection of data sets in K-12 and facilitate the use of data to make instructional decisions that benefit students at the site and classroom level.
11. Assist principals in implementation of MTSS structures including Professional Learning Communities (PLCs).
12. Assist in providing leadership to District efforts to achieve equity and inclusion goals to eliminate gaps in achievement and wellness.

KNOWLEDGE OF:

- Working knowledge of Improvement Science and Continuous Quality Improvement
- State and Federal Programs
- Curriculum and instruction trends
- Professional Learning Communities
- Stages of the change process
- Technology and instructional practices
- Common Core State Standards and Assessments
- Cycle of continuous improvement
- Best practices for formative and summative assessment
- Grading practices for learning

ABILITY TO:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Ability to lead, implement, and sustain large scale change efforts
- Strong work ethic and interpersonal skills
- Integrity and commitment to ongoing personal and professional growth
- Oral and written communication skills
- Anticipates time constraints. Manages tasks effectually to meet deadlines
- Averts problem situations and intervenes to solve conflict
- Affectively uses active listening, observation, reading, verbal, non-verbal, and writing skills
- Interprets information accurately and initiates effective responses
- Values diversity. Skillfully manages individual, group, and organizational interactions
- Fosters collaboration
- Builds relationships

EDUCATION:

Master's Degree or the equivalent from an accredited institution of higher learning.

EXPERIENCE:

Experience in leading curricular, instruction, and assessment programs with staff and administration and a minimum of three years site-level or district-level administrative responsibilities.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid Administrative Credential
Valid California Driver's License

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor environmental conditions. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

Adopted Date: May 19, 2021

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Director of Secondary School Programs or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment