



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 09-2022/23  
DOCUMENT NO. 04-2022/23  
DATED 08/08/2022

**DIRECTOR OF CONTINUOUS IMPROVEMENT**

**DEPARTMENT/SITE:** District Department

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** 33

**WORK YEAR:** 261 Days

**REPORTS TO:** Assistant Superintendent of  
Educational Services

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Assistant Superintendent of Educational Services, the Director of Continuous Improvement provides proactive, collaborative leadership in the development, execution, and support of cycle of continuous improvement and accountability processes; create, communicate, manage and monitor a comprehensive system to gather information about District processes and performance to facilitate strategic planning with all District leaders to enable them to make effective evidence based decisions to create the conditions to accelerate student success. The Director of Continuous Improvement acts as the technical lead with systems of improvement in support of subgroups under Differentiated Assistance (DA), Comprehensive School Improvement (CSI) Schools with a focus on increasing the number and percent of students who graduate College and Career Ready as measured by the College and Career Ready Indicator (CCI); leads reviews and evaluations of program effectiveness and implements and supports related data programming solutions to meet strategic planning and organizational needs, and performs other duties as assigned.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists leadership in the development of specific plans to meet identified District targets; assist in determining needed support for the plans.
- Collaborate with all departments to collect, store and, report on multiple operational and performance measures.
- Develops a comprehensive data strategy that enables leaders to have regular access to clear, understandable, and transparent information to drive data-based decision-making across the District.
- Develop and disseminate information and assignments regarding continuous improvement systems; provide a consistent measurement tool and common language for reviewing and analyzing information; and audit performance related to use of measurement tools and other accountability items.
- Direct the administration and implementation of district, state, and federal planning and accountability requirements, including all federal and state accountability measures, goal and target-setting processes, and school development and implement site plans.
- Direct data analysis and reporting activities associated with federal, state, county, and district mandates.
- In collaboration with other District Leaders, establish systems and processes to promote and support a culture of data-driven decision making.
- Inform and support districtwide implementation of the District's continuous improvement system called the Madera Learning System.
- Lead a diverse team of professionals; prepare and deliver leadership training for direct reports.

- Manages and leads the development of sophisticated data analytic management systems and applications in support of DA, CSI, and CCI work that can be leveraged to improve equity and access District-wide.
- Trains, supervises and evaluates the performance of assigned staff.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Effective research-based strategies, theories, techniques, and methods of instruction, public administration, principles and practices of modern management theory
- Emerging technologies in the areas of assessment and accountability
- Principles of supervision, employee training, performance evaluation, feedback, and progressive discipline
- Project planning methods and organization
- Technical aspects of field of specialty
- Performance-based assessment
- Computer software applications relevant to educational assessment such as database and data management
- Methodology used in educational research and of the statistical components of research design
- Theory and practices related to learning and evaluation and education performance measurement
- Oral and written communications skills
- Interpersonal skills using tact, patience, courtesy, and customer service orientation
- Operation of a computer to enter data, maintain records and generate reports
- Analytical and problem-solving abilities
- District organization, operations, policies, objectives, and goals
- Advanced knowledge of statistics and software used in educational accountability
- Microsoft Office Suite, especially Excel, SPSS, SAS, STATA, and SQL or Oracle
- Salesforce administration knowledge

### **Skills and Abilities to:**

- Learn policies and procedures relating to Local Control and Accountability Plan (LCAP), comprehensive support and improvement (CSI) under the Federal Every Student Succeeds Act, and other over-arching District-level strategic programs
- Learn applicable provisions of the California Education Code, Board policies and procedures, collective bargaining agreements in the District, progressive discipline process
- Analyze problems, make decisions, and be responsible for those decisions
- Develop and implement objectives, policies, procedures, work standards and internal controls
- Plan, organize, direct implement, and report the results of evaluation or research studies or projects
- Use statistical software for measurement, testing and evaluation
- Communicate the results of evaluation and research studies to audiences with varying levels of expertise
- Assemble confidential and sensitive information including comprehensive narrative and statistical reports
- Complete assignments successfully with a minimum of direction and supervision
- Obtain maximum cooperation and rapport with departmental and other District employees
- Supervise, assign, evaluate, and coordinate the work of assigned staff and other employees
- Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels
- Practice high level project management skills
- Implement strong organizational skills and maintain attention to detail
- Meeting preparation, facilitation, and follow-up
- Clean and improve the quality of existing data and manipulate large complex data sets into clear and easily understandable reports
- Be creative and apply outside-of- the box thinking to develop novel approaches and insights

- Demonstrate a desire to grow professionally and seek out new opportunities to learn
- Analyze situations accurately and adopt effective courses of action
- Communicate effectively, both orally and in writing with staff and the community in a multiethnic educational environment
- Exercise judgment and creativity in making decisions and work independently with little direction

### **RESPONSIBILITY:**

Includes working under general direction using advanced techniques and routines; managing projects and programs, supervising, leading, guiding, and/or coordinating assigned staff; managing a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have impact on the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

A Bachelor's degree from an accredited college or university with a major in psychology, statistics, management, business administration, public administration, public policy or a closely related field.

### **EXPERIENCE REQUIRED:**

Five (5) years of comprehensive and progressive directly related experience in research analysis, continuous improvement, educational leadership, or business management. Prior leadership experience in a school district is preferred.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle among District sites and to attend conferences, seminars, workshops, and other trainings away from the District.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through District's provider at District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the District for meetings, training sessions, and assisting staff at school sites