

PROGRAM AND POLICY DEVELOPMENT ADVISOR, INNOVATION AND IMPROVEMENT  
SCIENCES

DEFINITION

Advises Senior District Management in designing, developing, and implementing the District-wide initiatives in the area of innovation and improvement sciences, including but not limited to, School Performance Accountability, School Choice, and Enrollment System, and Innovation School Design.

TYPICAL DUTIES

Plans, organizes, and leads the development, implementation, and management of innovative District-wide initiatives focused on improvement sciences.

Designs and develops recommendations of various policies, guides, procedures, and memos that are under the jurisdiction of the Division of Instruction.

Strategizes, plans, and aligns various system-wide efforts under the School Portfolio or Innovation office.

Convenes and facilitates cross-functional working groups to align and integrate initiatives and efforts District-wide.

Advises the Chief Academic Officer on issues relating to educational policy innovation in the improvement sciences.

Analyzes school performance data, enrollment trends, demographic projections, program outcomes, and fiscal considerations to support policy recommendations and decisions.

Designs and creates training modules on the District's choice, enrollment, and accountability systems.

Conducts trainings for Senior Management, various divisions, and schools regarding system implementations and creates training videos and online content for public access.

Represents the Division of Instruction in briefing and presenting findings and recommendations to the Board of Education and Senior Management.

Acts as a liaison amongst the Board of Education members, Senior Management, and other divisions regarding District-wide initiatives.

May direct and manage the grants programs for the Division of Instruction.

May Prepare, review, and expedite funding and grant applications, locate new sources for funding projects, and review grant contracts and preparation of required reports in order to ensure compliance with the funding terms and conditions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program and Policy Development Advisor, Innovation and Improvement Sciences serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of improvement sciences with District goals and initiatives.

A Program and Policy Development Specialist serves as a staff assistant to senior management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

## SUPERVISION

A Program and Policy Development Advisor, Innovation and Improvement Sciences receives administrative direction from a division level administrator or higher and provides administrative direction to lower-level management or administrative staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Educational theory and practices for K-12 programs
- Federal and State grant programs and conditions
- Concepts and business applications of data management systems and procedures
- Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to school improvement initiatives
- Federal and State academic accountability systems
- Research techniques, including business statistical analysis and graphic presentation of data
- Principles and practices of merit system provisions, organizational development, and supervision
- Federal and State funded categorical programs

### Ability to:

- Present information regarding District programs and initiatives in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Monitor the progress of funding and grant requests and identify what is specifically required to move them forward
- Communicate effectively both orally and in writing
- Prepare clear and concise reports and presentations
- Explain and implement policies, procedures, and goals
- Synthesize facts, concepts, and influences that affect systems and procedures
- Prepare and review grant applications
- Objectively apply and review decisions
- Evaluate procedures and problems and develop and implement improvements
- Plan and direct a variety of activities through subordinate supervisors
- Remain calm under interpersonal pressure
- Analyze programmatic and financial data, laws, and regulations
- Direct, evaluate, and train staff
- Exercise independent judgment and initiative

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from recognized college or university with a bachelor's degree preferably in public policy, public administration, social science, or related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of executive or management level experience implementing and managing complex initiatives and strategies pertaining to improvement sciences. Experience in a California K -12 school district is preferable.

Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and Title Change  
10-24-16  
PJO