

JOB DESCRIPTION

San Diego County Office of Education

Director, System of Support

Purpose Statement

The job of Director, System of Support is done for the purpose/s of directing, coordinating-services and supporting local educational agencies (LEAs) and their schools to meet the needs of students; directing programs, services and technical assistance in the development of continuous improvement plans across the county; implementing local Multi-Tiered System of Supports (MTSS); serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

Essential Functions

- Facilitates and supports the local implementation of California's System of Support model by coordinating and participating in continuous improvement efforts (e.g., Differentiated Assistance process for locally identified LEAs and charter schools to build local capacity to sustain improvement and to effectively address disparities in opportunities and outcomes for all students.)
- Facilitates and supports the implementation of California's Multi-Tiered System of Supports (MTSS) by assisting LEAs, charters and schools in aligning initiatives and resources to address the needs of all students.
- Facilitates and supports the implementation of ESSA Comprehensive Support and Improvement (CSI) by coordinating and participating in continuous improvement efforts for locally identified LEAs and charter schools.
- Collaborates with the Director of LCAP, Continuous Improvement in providing services for the development and review of Local Education Agencies' LCAPs and the LCAP processes
- Co-facilitates the review of individual district LCAPs and provides detailed information, support and feedback to LEAs
- Collaborates with LEAs in developing and implementing comprehensive improvement plans and for local initiatives, actions and services.
- Facilitates professional learning opportunities for the purpose of identifying issues, developing best practice recommendations, supporting other staff, and providing current, individualized information and guidance to school districts, maintaining current knowledge and interpreting applicable rules, regulations, policies, procedures, contracts and following federal and state requirements.
- Works with other Learning and Leadership Services and SDCOE staff to support districts in establishing areas for data inquiry and strategies for pursuing data that are difficult to collect (e.g., course access and how to define it, parent involvement, and school climate.)
- Compiles data from a wide variety of sources (e.g. local and state data, needs assessments, annual update and LCAP development process, etc.) for the purpose of analyzing issues, ensuring compliance with state policies and procedures, and/or monitoring program components.
- Serves on county, regional and state committees, as appropriate.
- Facilitates work teams across departments and divisions.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving division objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; program evaluation and assessment techniques; and grant development; analyzing budgets; analyzing data; applying curriculum and instructional techniques; classifying data and/or information; comparing results; conducting meetings; facilitating meetings.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices, adult learning theory, approved curriculum and instruction materials; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions; communicating with diverse groups; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Travels as required in conducting course of business statewide, regionally and locally.

Experience: Five (5) years of experience as a site, district, or county office administration is required; experience leading a collaborative instructional team is preferred including supervision of staff experience.

Education: A Master's degree in education, educational administration, or closely related field.

Equivalency: Education and experience equivalent to: a Master's degree in education, educational administration, or closely related field and five (5) years of experience as a site, district, or county office administration is required; experience leading a collaborative instructional team is preferred including supervision of staff experience.

Required Testing

N/A

Certificates

Valid CA Administrative Services Credential
Valid CA Teaching Credential
Valid CA Driver's License

Continuing Educ./Training


N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical examination including TB Clearance

FLSA Status: Exempt
Salary Range: Certificated Management Grade 50

Established: 05/2019
Revised: N/A

Approved by: 

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Assistant Superintendent, Human Resources