

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Director, System of Support – Student Services & Programs**

**Purpose Statement**

The job of Director, System of Support-Student Services and Programs 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**

- Plans, directs, coordinates and implements a broad range of services related to Student Services and Programs for the county office and school districts.
- Provides professional development and consultation to increase prevention strategies using a multi-tiered systems of support framework available to district and schools that promote positive school culture and climate and student health and wellness.
- Provides training, assistance and support to districts and schools to understand and promotes healthy social and emotional development and develops protective factors in all children and their families.
- Assesses specific training needs for staff development by researching materials relevant to specific staff development topics to build capacity and sustainability plans for districts, schools and consortia.
- Directs planning, organizing, and coordination of training and technical assistance for the San Diego County PBIS Technical Assistance Center.
- Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.
- Develops and coordinates resources and services within related private, regional, state, and federal programs.
- Develops and maintains partnerships with a wide variety of public and private agencies (San Diego County agencies, interagency Collaborative, courts, law enforcement, community-based organizations, colleges, etc.) to support student achievement, coordinate activities and programs, exchange information, and maintain positive communication.
- Coordinates and chairs Student Services and Programs state and local conferences, advisory committees, leadership teams, and serves as a liaison between the COE and school districts.
- Provides districts and SDCOE Alternative Education and Special Education with technical assistance in the completion of Local Control Accountability Plans.
- Researches, coordinates, writes and submits grants related to Student Services and Programs.
- Manages full scope of awarded grant-related programs inclusive of budgeting, staffing, coordination with outside and partnership agencies, compliance, review and reporting.

- Prepares a variety of district, county, state and federal reports in order to ensure compliance and/or secure funding.
- Attends and conducts a variety of meetings as assigned; participates on and provides support to a variety of advisory and other county, regional and state committees; serves as a member of assigned teams.
- Facilitates and supports the implementation and continuous improvement efforts of California's Multi-Tiered System of Supports (MTSS) and Positive Behavior Interventions and Supports (PBIS) by assisting LEAs, charter schools, and school districts in aligning initiatives and resources to address the needs of all students.
- Oversees the development and managing of the Technical Assistance Center to support the implementation, fidelity and sustainability of MTSS and PBIS.
- Collaborates with staff on LCAP and Continuous Improvement in providing services for the development and review of Local Education Agencies' LCAPs and the LCAP processes.
- 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 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.
- 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; supervising and training; handling program evaluation and assessment techniques; writing and developing grant application ; 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: school climate and student health and wellness systems, practices, interventions and theories (i.e. PBIS Olsweus, Bullying Prevention, Fit for Learning, Coordinated School Health), multi-tiered Systems of Support, framework: Response to Interventions, Strategic planning including educational policies, Interpretation and use of assessment results, program evaluation standards 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. Ability is also required to plan, organize, control and direct the technical support and training related to school climate and student health and wellness; initiate, plan, direct and evaluate the development of training, staff development and conferences for county school and district staff; identify, promote, and implement resources for school improvement; communicate effectively both orally and in writing; interpret, apply and explain codes, rules, regulations, policies and procedures.

#### 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 administrator is required; experience leading a collaborative instructional team is preferred, including supervision of staff experience.

Education: A master's degree in counseling, social work, social services, or closely related field.

Equivalency: A combination of education and experience equivalent to a master's degree in counseling, social work, social services, or closely related field and five (5) years of experience as a site, district, or county office administrator 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 or Pupil Personnel  
Services 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: 06/2019

Approved by: 

\_\_\_\_\_  
Assistant Superintendent, Human Resources