

## **JOB DESCRIPTION**

### **San Diego County Office of Education**

#### **Director, JCCS Equity, LCAP and MTSS**

##### **Purpose Statement**

The job of Director, JCCS Equity, LCAP and MTSS is responsible partnering with stakeholders to create equitable learning environments to support access and increased achievement through instructional programs and services for students in JCCS; offering direct programs, services and technical assistance to support the development of a high quality LCAP for JCCS; developing and implementing a team for JCCS Multi-Tiered System of Support (MTSS) to meet the needs of all students; increase achievement as defined by goals and objectives through planning, evaluating, developing, and implementing programs that support the students, families and staff of JCCS.

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Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

##### **Essential Functions:**

- Collaborates with JCCS and its Stakeholders (e.g. students, parents, school districts' administrators, SDCOE, public agencies, community members, etc.) in implementing and/or maintaining services and support related to Local Control Funding Formula (LCFF) and developing and implementing the Local Control and Accountability Plan (LCAP) for optimal student achievement in JCCS.
- Partners with all stakeholders to create instructional environments that support academic rigor, access, cultural relevance, and relationships that ignite the potential of each student.
- Builds capacity for identifying and addressing equity challenges within systems of JCCS, leveraging continuous improvement processes and tools.
- Compiles data from a wide variety of sources, (e.g. local and state data, needs assessments, annual update and LCAP development process, etc.) analyzing issues, ensuring compliance with state policies and procedures, and/or monitoring program components.
- Directs, designs and coordinates LCAP services and resources for JCCS providing services within established timeframes and in compliance with related requirements.
- Monitors and manages Federal & State categorical budget allocations, expenditures, fund balances and related financial activities ensuring that allocations are accurate, in line with the SPSAs and LCAP and revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

- Facilitates meetings and professional learning opportunities, identifying issues, developing best practice recommendations, supporting other staff, and maintaining current knowledge and interpreting applicable rules, regulations, policies, procedures, contracts and following federal and state requirements.
- Assist JCCS Executive Director with the District Equity Leadership Team (DELT); trains and sustains the work of implementation of transformative initiatives through the Regions and the Regional Equity Leadership Team.
- Facilitates and supports the implementation of California's Multi-Tiered System of Supports (MTSS) for JCCS by assisting in aligning initiatives and resources to address the needs of JCCS students.
- Prepares a wide variety of materials, (e.g. plans, reports, analyses, recommendations, procedures, etc.) documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Serves as a liaison between the county, the California Department of Education and other groups conveying and/or gathering information regarding LCFF funding and LCAP development.
- 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**

**Knowledge and Abilities**

KNOWLEDGE:

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

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;

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;

Analyzing budgets;

Practices of personnel administration;

Stages of child development.

**ABILITY:**

To schedule a number of activities, meetings, and/or events;  
Often gather, collate, and/or classify data;  
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;  
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  
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;  
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;  
Facilitating communication between persons with frequently divergent positions;  
Communicating with diverse groups;  
Working as part of a team.

**Working Environment**

**ENVIRONMENT:**

Duties are typically performed in an office setting.  
May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

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 sitting, walking, and standing. This job is performed in a generally clean and healthy environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

Experience: Five (5) years of experience as a site, district, or county office administration, experience leading initiatives for equity, and other culturally responsive initiatives involving the improvement of instructional programs required; knowledge of federal/state program monitoring preferred; and

Education: Masters' degree, at a minimum, in educational leadership, educational administration or related field; or

Equivalency: A combination of education and experience equivalent to: a master's degree in educational leadership or related field, five (5) years of experience of increasingly responsible experience in site and district level settings including supervisory or administrative responsibilities involving the improvement of educational programs.

Required Testing

N/A

Certificates, Licenses, Credentials

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 Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 050

Approval Date: September 30, 2020

Approved by:   
Chris Reising, executive director  
Human Resource Services

Revised: N/A