

JOB DESCRIPTION

San Diego Office of Education

Executive Director, Teacher Effectiveness

Purpose Statement

Under the direction of the Assistant Superintendent, Human Resources the Executive Director of Teacher Effectiveness provides oversight and direction in the areas of teacher recruitment, Teacher Induction, Added Authorizations in Special Education, teacher effectiveness, and teacher credentialing programs for San Diego County Office of Education by providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; meeting state and federal laws, and serving as a member of the leadership team.

Diversity Statement:

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, and being accountable for one's actions and the resulting impact.

Essential Functions

- Directs statewide special education and general education credential programs and oversees the largest Designated Subjects/CTE credentialing program in California offering all DS/CTE credentials to candidates from districts statewide.
- Manages the Teacher Induction Program serving teachers from districts, charters and non-public schools countywide and provides regional support to all Teacher Induction programs in San Diego and Imperial Counties, including the maintenance of services and the implementation of new programs and/or processes providing services within established timeframes and in compliance with related requirements.
- Lead county wide effort to diversify the educator workforce.
- Oversees the Added Authorizations in Special Education Program serving special education teachers from across the state.
- Coordinates the Educator Effectiveness and Evaluation Project (E3) supporting districts, county offices and charter schools in revising their certificated evaluation systems.
- Oversees multiple grants designed to recruit teachers and diversify the educator workforce.
- Serves as a partner on the California Center for Teaching Careers grant offering recruitment support to school districts in Southern California.
- Coordinates teacher recruitment events serving districts and charter schools from across San Diego County.
- Coordinates teacher examination preparation courses.
- Collaborates and co-plans communities of practice with the California Department of Education.
- Oversees collaboration and networking with IHEs and between IHEs and district representatives.
- Writes grant proposals related to teacher effectiveness, teacher recruitment, and other teacher quality initiatives.
- Collects and analyzes evidence, writes required reports, and ensures all monitoring and reporting activities are completed in a timely fashion for the accreditation process.
- Leads CTC accreditation activities for all accredited SDCOE programs.

- Develops, implements, and maintains a strategic vision for teacher recruitment and teacher effectiveness activities for the San Diego County Office of Education.
- Administers a wide variety of personnel policies and employment agreements (e.g. Teacher induction orientation, labor and employment contracts, credentials, etc.) conforming to County Office policies, relevant laws, contracts and agreements.
- Collaborates with internal and external personnel (e.g. other school districts administrators, teachers, superintendents, and assistant superintendents, auditors, public agencies, community members, etc.) in implementing and/or maintaining services and programs.
- Coordinates the credentialing process (e.g. teacher evaluation process, coaching, training, presenting information to teachers about their credentials, etc.) ensuring compliance with California credentialing requirements.
- Evaluates employees and provides feedback, growth goals, and evaluation of the work performance.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains manual and electronic documents, files and records (e.g. background information, HR website, etc.) for the purpose of providing accurate information, promotion of online and blended services and resources, and record keeping that meets state and federal compliance guidelines, all done in compliance with regulatory requirements and established guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. all annual program budgets, state/federal income budgets, six budgets, etc.) ensuring that allocations are accurate; revenues are recorded; expenses are within budgeted limits and/or fiscal practices are followed.
- Oversees a wide variety of interactions with agencies and boards (e.g. Advisory Boards, Grants, CDE, CTC, etc.) ensuring information regarding compliance with regulatory requirements are met.
- Participates in meetings, workshops, job fairs and seminars promoting and marketing programs and conveying and gathering information regarding a wide variety of subjects in order to carry out administrative responsibilities.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting TEP and HR goals and objectives.
- Leads statewide accreditation activities as a member of the CTC's BIR team.
- Researches information required to manage assignments including reviewing relevant policies, current research and best practices, staffing requirements, financial resources, etc., developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources in identifying the projects impacting districts practices and changes that will affect teachers and improve their effectiveness.

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 of:

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school district organization; California Standards for the Teaching Profession, Induction Program Standards, Formative Assessment for California Teachers (FACT), Designated Subjects Program Standards, Special Education Program Standards, Added Authorizations for Special Education Standards, Common Core State Standards; Program assessment and accountability activities related to the CCTC accreditation process; Adult learning theory; Credentialing structures; Online learning, and facilitation skills; Pertinent codes, policies, regulations and/or laws; Accounting/bookkeeping principles; Codes/laws/rules/regulations/policies; Practices of personnel administration; Practicing cultural competency while working collaboratively with diverse groups and individuals; Impact of unconscious bias and microaggressions in the workplace and how to address effectively; Principles of negotiation/arbitration.

ABILITY to:

Deliver professional development in an array of areas including formative assessment, coaching/mentoring, California Standards for the Teaching Profession; Read and interpret related legislation; Advocate for teacher effectiveness and innovative use of technology in instruction; Define clear goals and strategies for projects; Independently work with others in a wide variety of circumstances; Operate equipment using standardized methods; Work with a significant diversity of individuals and/or groups; Work with data of varied types and/or purposes; Utilize a variety of job-related equipment; Independent problem solving is required to analyze issues and create action plans; Evaluate progress toward project achievement; Plan and manage multiple projects simultaneously; Communicate effectively both orally and in writing; Work independently and as a member of a team; Establish effective working relationships with staff, school district personnel, students and the public; Utilize current and emerging trends in educational technology; Meet deadlines and schedules.

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 extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Five (5) years of successful teaching experience, with additional mentoring and site and/or district administrative experience, and two (2) years of experience conducting, coordinating professional development activities, teacher credentialing programs and working effectively with teachers and administrators and;

Education: Master's degree in education, educational leadership, or related field; or

Equivalency: A combination of education and experience equivalent to a Master's degree in education, educational leadership or related field and Five (5) years of successful teaching experience, with additional mentoring and site and/or district administrative experience, and two (2) years of experience conducting, coordinating professional development activities, teacher credentialing programs, and working effectively with teachers and administrators.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Administrative Services Credential
Valid California Driver's License

Continuing Educ./Training

N/A

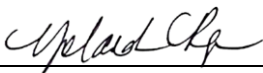
Clearances

Criminal Justice Fingerprint/Background
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 056

Approval Date: October 04, 2021

Approved by: 
Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: N/A