

JOB DESCRIPTION
San Diego County Office of Education

**Executive Director,
Multilingual Education, Equity, and Global Achievement (MEGA)**

Purpose Statement

The job of Executive Director, Multilingual Education, Equity, and Global Achievement (MEGA) is responsible for directing services; providing system-wide, equity-centered leadership in college and career readiness for all students, regardless of ability, race, ethnicity, gender, socioeconomic status, language, and sexual orientation; thus ensuring every student is skilled and able to be globally competitive in a culturally rich society and macro economy; providing administrators and teachers with multiple venues for professional learning and networking; achieving defined objectives to increase educational equity by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; serving as a resource for others; and serves as a member of the leadership team.

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

- Analyzes districts' performance and trends for accelerating student learning and closing the achievement gap for the purpose of identifying the relevant issues and systemic barriers.
- Collaborates with internal and external personnel to plan, develop, and implement the division's vision, the Superintendent's plan, and the County Board of Education's mission and goals.
- Researches and analyzes significant educational changes, trends, and regulations related to equity, school improvement, educational reform, and special services, and presents recommendations to stakeholders to improve curriculum, instruction, and assessment to support greater equity and achievement.
- Builds capacity for identifying and addressing equity challenges within systems of an organization, leveraging continuous improvement processes and tools.
- Coordinates with district and schools (e.g. professional development focusing on improving systems for all students, etc.) for the purpose of serving as a liaison and resource, identifying professional learning within the school districts.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and providing current, differentiated information and guidance to school districts, maintaining current knowledge and interpreting applicable rules, regulations, policies, procedures, contracts and following federal and state requirements.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding closing opportunity and equity gap.
- Prepares a wide variety of materials for the purpose of documenting activities and issues, and/or providing supporting materials for requested actions.

- Provides leadership in a variety of professional learning programs (e.g. throughout the year, etc.) for the purpose of ensuring addressing objectives are achieved in the most efficient and timely manner.
- Researches a variety of topics (e.g. courses, materials, training consultants, etc.) for the purpose of meeting staff training needs by developing new programs and services.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. for the purpose of providing information and/or referring to appropriate personnel.

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

Issues relating to diversity, cultural proficiency, and equity policy;

Assessment techniques and education research methodology;

Project management principles and procedures;

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations;

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;

Standard business practices, adult learning theory, approved curriculum and instruction materials;

Knowledge of community resources;

Practicing cultural competency while working collaboratively with diverse groups and individuals;

Stages of child development.

ABILITY

Developing and implementing countywide educational outreach and training initiatives;

Program review, student learning outcomes, and service area evaluation processes;

Design and implement effective equity policies and programs;

Exercise diplomacy when interacting with educators and community members;

Promote commitment to a climate of equity and inclusion;

Building capacity for leaders in an inclusive environment;

Required to schedule a number of activities, meetings, and/or events;

Flexibility is required to work with others in a wide variety of circumstances;

Work with data utilizing defined but different processes;

Operate equipment using a variety of standardized methods;

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes;

Independent 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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative experience with coordinating leadership programs and services for culturally-linguistically diverse students, working effectively with teachers and administrators at all levels. Experience leading equity, diversity, inclusion, and/or cultural competency initiatives required.

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

Equivalency: A combination of education and experience equivalent to a Master's degree in education, education administration, or a closely related field and five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative experience with coordinating leadership programs and services for culturally-linguistically diverse students, working effectively with teachers and administrators at all levels. Experience leading equity, diversity, inclusion, and/or cultural competency initiatives required.

Required Testing

None

Certificates, Licenses, Credentials

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

Continuing Educ./Training

As needed to maintain required certificates and/or credentials

Clearances

Criminal Justice Fingerprint/Background Clearance

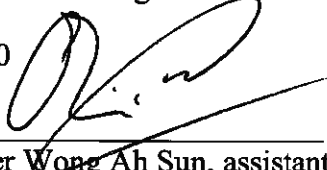
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 056

Approval Date: 7/8/2020

Approved by: _____


Dr. Olivier Wong Ah Sun, assistant superintendent
Human Resources Services

Revised: N/A