

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, JCCS

Purpose Statement

The job of Executive Director, Juvenile Court and Community Schools, is done for the purpose/s of serving as a chief executive officer of the district (JCCS); providing leadership and direction for the planning, implementation and management of all educational and operational programs of the district; and ensuring accreditation of the Western Association of Schools and Colleges.

Essential Functions

- Collaborates with internal and external personnel (e.g. over 42 districts, Teamsters, CSEA, Teacher Union, etc.) for the purpose of providing leadership and direction of the JCCS Programs.
- Compiles data from a variety of sources (e.g. state and federal regulations and legal requirements related to JCCS; COE schools and programs, etc.) for the purpose of developing and /or evaluating programs and/or complying with financial, legal and/or administrative requirements.
- Designs, organizes, and provides instructional and administrative leadership and guidance to staffs for the purpose of ensuring program missions and goals in collaboration with staff and community partners and agencies are met.
- Develops and administers the program budgets for the purpose of assuring proper allocation of funds for instructional and non-instructional equipment and materials.
- Develops and prepares reports, documentation, and learning plans (e.g. statistical, financial and narrative reports; records and program documentations, student, assessments and individual learning plans, etc.) for the purpose of ensuring to the development of support services for students.
- Develops 33 million dollar budget allocations, expenditures, fund balances and related financial activities (e.g. program budgets, instructional and non-instructional equipment/materials, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Directs preparation and maintenance of a wide variety of records and reports (e.g. student attendance, welfare, safety, academic achievement and certification for graduation, school personnel, plant facilities, inventories, financial information, contracts, insurance and legislation, etc.) for the purpose of ensuring these services within established timeframes and in compliance with related requirements.
- Evaluates programs and/or projects understanding the development, implementation and evaluation of curriculum and national Standards, including the impact of the Elementary and Secondary Education Act (ESEA) and other state and federal legislation relevant to public education for the purpose of recommending policies and goals for performance excellence to the Superintendent.
- Facilitates meetings, workshops, seminars, etc. (e.g. federal and state regulations, legal requirements related to COE schools and programs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Oversees a wide variety of program components (e.g. housing facilities needs countywide, etc.) for the purpose of delivering services which conform to regulatory requirements and established guidelines.

- Oversees educational programs to JCCS (e.g. Maximize the quality of these programs, ensures effective staffing and operation activities at school sites, etc.) for the purpose of ensuring the participation of JCCS students in educational programs throughout the region.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Plans, leads and facilitates meetings, workshops and seminars for the purpose of serving as a member of special committees and conveying and/or gathering information required to perform functions.
- Provides support and technical assistance in areas of leadership, program development, school wide change, school culture and professional learning community development for the purpose of ensuring high quality programs are being delivered.
- Researches trends related to the full scope of school management and California educational programs pertaining to school districts, community colleges, and county offices of education (e.g. principles, practices and techniques of program and policy development, implementation, monitoring and control, current practices, instructional materials, methods, curriculum guidelines, staff development activities, etc.) for the purpose of creating new systems and approaches for the development of programs and/or services.

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, highly complex, technical tasks with a need to periodically 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 using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; classifying data and/or information; conducting meetings; facilitating meetings; analyzing budgets; analyzing data; interviewing techniques and practices; planning agendas/meetings; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: practices and strategies for managing a large, diverse organization including change processes; district curriculum and school instructional programs including the integration of educational technology; Trauma Informed Care and Restorative Justice Practices including Positive Behavior Intervention and support; current state and federal issues in education including national standards; principles and techniques of budget preparation and control; principles and practices of administration, supervision and training; applicable state and federal laws, codes, regulations, policies, and procedures specific to juvenile justice, homeless, sexually exploited minors and foster students; and oral and written communication skills.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and 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

widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent 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 moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing leadership, direction and supervision of staff; vision and innovation in planning for the future needs of programs; adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; plan and organize programs; analyzing problems; making decisions and being responsible for the decision; interpreting and applying laws, rules, regulations, policies and procedures; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: Experience which demonstrates the knowledge, skills and abilities equivalent to at least five years experience in senior management of a large and complex organization such as large, culturally diverse urban school district. A Master's degree in educational leadership, business management or related field is desirable. Some experience with all aspects of district organizational function is essential. An applicant must evidence a proven track record of innovative and effective leadership experience including fiscal oversight experience.

Required Testing

Certificates

Administrators Credential
Driver's License & Evidence of
Insurability

Continuing Educ./Training

Clearances

Criminal Background Clearance
Criminal Justice Fingerprint/Background
Clearance
Drug Test
Proof of physical examination including TB
Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 56

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