

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Learning and Leadership

Purpose Statement

The job of Executive Director, Learning and Leadership is done for the purpose/s of directing assigned programs and services; providing system-wide leadership in college and career readiness programs, providing administrators and teachers with multiple venues for collaboration, communication, professional learning and networking in order to support and sustain the implementation of standards-based instruction and assessment, with an emphasis on English Learners; serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

Essential Functions

- Assesses the needs and supports of local districts to provide or improve the quality of standards-based teaching and learning (e.g. additional academic supports to students, action plan development and school leadership services, etc.) for the purpose of increasing students' access to equitable opportunities and improving achievement.
- Collaborates with internal and external personnel (e.g. other administrators, senior leadership, etc.) for the purpose of planning, developing, and implementing Learning and Leadership Services vision, the Superintendent's plan and the County Board of Education's mission and goals.
- Facilitates meetings, workshops, and seminars (e.g. school districts and charter schools to accelerate academic achievement, etc.) for the purpose of identifying issues, developing recommendations, supporting staff, and serving as a county-wide representative.
- Manages a variety of programs (e.g. identifying issues, developing recommendations, supporting other staff, and serving as a county-wide representative., etc.) for the purpose of improving instructional practices, instructional leadership, and supporting the county's school districts and charter schools to improve achievement.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects.
- 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.
- Prepares and presents a wide variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, legislative information, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, and achieving current and forward thinking unit goals and objectives.
- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new

programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.

- Serves as the lead for Curriculum and Instruction Administrators Network, and other regional networks (e.g. county school districts and charter schools, etc.) for the purpose of supporting districts and charter schools to improve achievement.

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 routinely 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.

KNOWLEDGE is required to perform algebra and/or geometry; 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: pertinent laws, codes, policies, and/or regulations; personnel processes; program planning and development; and principles of public and fund accounting and budgeting.

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; work with 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 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: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; developing and managing programs; training and supervising staff; and interpreting and applying complex laws, rules and regulations.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency: Minimum requirements for this position include any combination of experience and Bachelor's degree and at least five years of recent professional-level experience involving directing and coordinating the activities of educational leadership in a CA public school or other large public agency including supervisory experience.

Required Testing

Certificates

Administrators Credential
Driver's License & Evidence of
Insurability
Teaching Credential

Continuing Educ./Training

Clearances

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

FLSA Status: Exempt

Salary Range: Certificated Management Grade 56

SLT Approval Date: October 11, 2016