

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Innovation

Purpose Statement

The job of Executive Director, Innovations is done for the purpose/s providing leadership and direction for the planning, implementation and management of assigned programs; to improve and support countywide systems of innovation for the purpose of improving student achievement, and services offered through the Innovations Division.

Essential Functions

- Supports the development of the vision for the Innovation Department to work collaboratively, creatively, and productively to improve county office and school districts' student achievement through fulfillment of the county office LCAP, Board Goals, and the San Diego County Office of Education's Vision, Mission, and Values.
- Supports the research and development efforts of the SDCOE Innovation Department, focused on the trends in business, the economy, state and local laws, and the needs school districts in San Diego County.
- Identifies and develops solutions to recommend innovative strategies, products, and services that address all aspects of the education system by collaborating with county office and district leadership.
- Investigates needs, countywide, to develop and implement innovative strategies, products, and services, while recommending best practices to improve processes and results.
- Collaborates with internal and external personnel (e.g. other administrators, senior leadership, etc.) for the purpose of planning, developing, and implementing Innovations' vision, the Assistant Superintendent's plan and the County Board of Education's mission and goals.
- Researches emerging and innovative practices and programs, within and outside the educational arena, that personalize learning for all students and educators that improve student engagement, equity and achievement.
- Supports the shared vision that all stakeholders leverage the use of digital- age resources to meet and exceed student learning goals through effective and innovative instructional practices, tools, and applications.
- Develops and implements strategies and partnerships with private sector, community, and parent groups to ensure equitable access to appropriate digital tools and resources to meet the needs of all learners.
- Develops and implements strategies to align curriculum, assessment, accountability, virtual/blended learning, and professional development to support equity-focused 21st century learning environments.
- Supports Career Technical Education pathways and entrepreneurial learning that provides rigorous application-based learning opportunities to all students.
- Participate in and lead local, national, and global learning communities that stimulate innovation, creativity, and digital age collaboration.
- Engages educators, employers, community members, parents, and policymakers in an ongoing dialogue that provides recommendations and advice about 21st Century education.

- Makes presentations to associations, community groups, and others regarding innovation.
- Manages a variety of programs and departments (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.
- Evaluates employees (e.g. directors, coordinators, and program specialists) for the purpose of providing feedback, growth goals, and evaluation of the work performance

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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilize a variety of computer software; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; administering personnel policies and procedures; program evaluation and assessment techniques; communicate effectively both orally and in writing.

KNOWLEDGE is required to 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: 21st century digital literacy skills and global awareness; principles, techniques, and procedures of organizational development, long-range technology plans, and development methodology; federal, state, and local policies and procedures regarding instructional technology; current literature, trends, and developments in the technology field; research methodology, including research design, program evaluation, and data analysis; principles and techniques of budget preparation and control; principles and practices of administration, supervision, evaluation, and training; equity and diversity issues

ABILITY is required to: implement major projects and programs through innovative, and progressive thinking; lead and direct in assigned areas; create and support a countywide digital-age culture; maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations; communicate effectively, both orally and in writing; providing leadership, direction and supervision of staff; use tact, patience, and courtesy, and other positive interpersonal skills; setting priorities, meeting deadlines and schedules; interpret, apply, and explain rules, regulations, policies, and procedures; establish and maintain effective working relationships with a wide diversity of individuals; operate computer and assigned office equipment; analyze problems, make decisions, and be responsible for

decisions; meet schedules and timelines.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. 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: Five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities related to curriculum and instruction; two (2) years as a district level administrator (director level or equivalent); and experience coordinating and conducting professional learning activities, seminars and collaborative projects is required

Education: A master's degree in education, education administration or related field.

Equivalency: A combination of education and experience equivalent to a master's degree in education, education administration or related field; and five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities related to curriculum and instruction; two (2) years as a district level administrator (director level or equivalent); and experience coordinating and conducting professional learning activities, seminars and collaborative projects is required.

Required Testing

None

Certificates

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

Continuing Educ./Training

As needed to maintain required certifications

Clearances

Criminal Justice Fingerprint/Background Clearance
Pre-placement physical exam, including TB Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 56

Established: 12/2018

Revised: N/A

Approved by Assistant Superintendent, HR:

