

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, College and Career Readiness

Purpose Statement

The job of Senior Director, College and Career Leadership, is done for the purpose/s of coordinating the College & Career Readiness department and related activities for supporting and sustaining high quality learning experiences inclusive of career technical education; lead and manage work-based learning opportunities; build and establish cross-sector, cross-agency network models providing information to others; integrating multidisciplinary subjects; research, develop, and assess professional learning and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs for college and career ready.
- Coordinates career pathway program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting District and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. college & career technical readiness, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars (e.g. supporting school districts, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports (e.g. Career Technical Education (CTE), etc.) for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to School Districts and SDCOE (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Researches, writes and presents grant information for the purpose of securing alternative funding.
- Establish and adopt a regional perspective on needs, opportunities, and sustainability; create and expand regional infrastructures to increase communication between schools, employers, and the development of a work-based learning intermediary
- Build organizational, technical and political capacity for organizations, community colleges, universities, industry partners, employers to support the integration of career pathway course work into high schools' academic programs
- Lead efforts to gather, report, measure and identify longitudinal data to track student progress, postsecondary metrics, work-based learning across K-12 and postsecondary pathways and CTE success

- Build and apply leadership competencies and frameworks that supports broad engagement and understanding of a strong cross-agency career pathways model
- Advocate for and identifying funding to support strategic leadership development at the local, state and regional levels.

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: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying assessment instruments; classifying data and/or information; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

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: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; assessment instruments and techniques; business telephone etiquette; codes/laws/rules/regulations/policies.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, 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 defined 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 specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of significant resources from other work units is sometimes 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. The job is performed under minimal temperature variations.

Experience: Five (5) years of experience providing college and career leadership in school site and or district office administration including supervisory experience and two (2) years experience in designing, delivering high-quality professional development activities, seminars, and collaborative projects is required.

Education: A Master's degree in education, education administration or other closely job-related area.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education, education administration or other closely job-related area, and five (5) years of experience providing college and career leadership in site and district administration and two (2) years experience in designing, delivering high-quality professional development activities, seminars, and collaborative projects is required.

Required Testing

Certificates

Valid CA Administrators Credential

Valid CA Teaching Credential in assigned content area (Note: some content areas may have additional credential requirements)

CA Driver's License

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 53

Established: 01/2019

Revised: N/A

Approved by Assistant Superintendent, HR:  _____