

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, English Learner Services

Purpose Statement

The job of Senior Director, English Learner Services is done for the purpose/s of directing services and supporting as a liaison between the San Diego County Superintendents and the SDCOE for the purpose of closing the achievement gap; directing programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

Essential Functions

- Analyzes districts' performance and trends for accelerating student learning and closing the achievement gap for the purpose of identifying the relevant issues.
- Collaborates with internal and external personnel (e.g. school districts' administrators, SDCOE, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. school districts' staff, public agencies, various reports, etc.) for the purpose of analyzing and prioritizing issues.
- Coordinates with district and schools (e.g. professional development focusing on closing the achievement gap, etc.) for the purpose of serving as a liaison and resource, identifying professional learning within the school districts.
- Directs the services to the Achievement Gap Task Force (e.g. in capacities as designated, etc.) for the purpose of ensuring support and services for school improvement are met.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and providing current, individualized 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 the achievement 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

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: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; program evaluation and assessment techniques; and grant development; analyzing budgets; analyzing data; applying curriculum and instructional techniques; classifying data and/or information; comparing results; conducting meetings; facilitating meetings.

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; standard business practices, adult learning theory, approved curriculum and instruction materials; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; grammar, spelling and punctuation; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to 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 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: 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; and facilitating communication between persons with frequently divergent positions; communicating with diverse groups; working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; 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 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: Master's degree in education, education administration, or a closely related field.

Equivalency:

Required Testing

None

Certificates

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

Proof of physical examination including TB Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 053

SLT Approval Date: October 11, 2016

