

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, District and School Improvement

Purpose Statement

The job of Senior Director, District and School Improvement is done for the purpose/s of managing and coordinating all of the program improvement services and supports to districts and schools; administrating credential and leadership programs; supervising staff who provide system-wide leadership in district and school improvement; and developing and monitoring budgets that support these varied programs.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions

- Collaborates with internal and external personnel (e.g. staff, district leaders, state and federal colleagues, etc.) for the purpose of coordinating activities and programs, exchanging information, and developing policies and procedures that build countywide coherence and efficiencies.
- Assesses the needs and supports of local districts to provide or improve the opportunity of a quality education for each and every student; supports adult learning that transforms cultures, behaviors, and practices to empower all students to learn, achieve, and succeed; and creates and promotes a more inclusive culture in which differences are valued and celebrated.
- Develops, leads and brokers services to local districts for the purpose of supporting the building of systems for instructional improvement and increased student learning.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Monitors budget allocations, expenditures, fund balances, multi-year projections, 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 required to carry out their administrative responsibilities.
- Performs personnel administrative functions (e.g. interviewing, hiring, evaluating, providing professional development opportunities, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches and reviews related existing and pending legislation for the purpose of interpreting and disseminating the legislation, determining implications for the County and its districts and makes recommendations to ensure compliance.
- Serves as a resource for instructional leadership services (e.g. site and executive leadership coaching, Local Education Agency Plan (LEAP) and Local Control Accountability (LCAP) development, facilitation of Instructional Rounds Networks, Preliminary Administrative Services Credential (PASC) program, etc.) for the purpose of providing technical assistance, timely information, and consultation for County school districts and County internal programs.
- Serves as a resource to LEAs and community partners in advocating for change, for the purpose of providing technical and adaptive assistance to those that seek to adopt innovative policies, systems, and school transformation initiatives to advance educational equity.

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 using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; and training and supervising staff.

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; program planning and development; proven leadership; exemplary applications of technology for curriculum, instruction and assessment; and comprehensive knowledge of California standards, assessment and accountability legislation, exemplary programs and related issues.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate 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 standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data 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: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; problem-solving and decision-making abilities; providing direction and leadership; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; 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 some opportunity to significantly 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 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: At least five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities involving the improvement of educational programs and at least two (2) years as a district level administrator, director or equivalent. Proven experience as a district and site leader with evidence of turning around low performing schools/districts and experience developing the instructional leadership of site leaders.

Education: Master's degree with an emphasis in education, education administration, or related field.

Equivalency: A combination of education and experience equivalent to a Master's degree with an emphasis in education, education administration, or related field and at least five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities involving the improvement of educational programs and at least two (2) years as a district level administrator, director or equivalent. Including proven experience as a district and site leader with evidence of turning around low performing schools/districts and experience developing the instructional leadership of site leaders.

Required Testing

N/A

Certificates

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

Continuing Educ./Training

N/A

Clearances


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

FLSA Status: Exempt

Salary Range: Certificated Management Grade 53

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Approved by: 
Dr. Yolanda Rogers, Assistant Superintendent, Human Resources

