

JOB DESCRIPTION
San Diego County Office of Education

EXECUTIVE DIRECTOR, CURRICULUM AND INSTRUCTION

Purpose Statement:

Under the direction of the Deputy Superintendent, Learning and Leadership Services, the Executive Director, Curriculum and Instruction is responsible for directing services, education, training, initiatives, outreach, and supports for the County Office, school districts, charter schools, and community partners; providing system-wide, socially conscious leadership for high quality teaching and learning; and creating inclusive and instructional environments that honor every student's ability, race, ethnicity, gender, socioeconomic status, language and sexual orientation, ensuring that every student will be skilled and globally competitive.

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:

- Analyzes districts' performance and trends for accelerating student learning and closing the achievement gap identifying the relevant issues and systemic barriers.
- Collaborates with internal and external personnel to plan, develop, and implement the division's vision, the Superintendent's plan, and the County Board of Education's mission and goals.
- Researches and analyzes significant educational changes, trends, and regulations related to equity, school improvement, educational reform, and presents recommendations to stakeholders to improve curriculum, instruction, and assessment to support greater equity and achievement.
- Builds capacity for identifying and addressing equity challenges within systems of an organization, leveraging continuous improvement processes and tools.
- Coordinates with district and schools (e.g. professional development focusing on improving systems for all students, etc.) serving as a liaison and resource, and identifying professional learning within the school districts.
- Facilitates meetings, workshops, seminars, etc. to identifying issues, developing recommendations, supporting other staff, and providing current, differentiated 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.) conveying and gathering information regarding closing opportunity and equity gap.
- Prepares a wide variety of materials 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.) ensuring addressing objectives are achieved in the most efficient and timely manner.
- Researches a variety of topics (e.g. courses, materials, training consultants, etc.) 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. 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

Knowledge and Abilities

KNOWLEDGE OF:

Issues relating to diversity, cultural proficiency, and equity policy;

Assessment techniques and education research methodology;

Project management principles and procedures;

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations;

Standard business practices, adult learning theory, approved curriculum and instruction materials;

Knowledge of community resources;

Program review, student learning outcomes, and service area evaluation processes;

Stages of child development.

ABILITY TO:

Develop and implement countywide educational outreach and training initiatives;

Design and implement effective equity policies and programs;

Exercise diplomacy when interacting with educators and community members;

Promote commitment to a climate of equity and inclusion;

Build capacity for leaders in an inclusive environment;

Schedule a number of activities, meetings, and/or events;

Problem solve to analyze issues and create action plans;

Establish and maintaining effective working relationships;

Communicate effectively both orally and in writing;

Write technical materials, and/or speak persuasively to implement desired actions;

Meet deadlines and schedules;

Work with multiple projects, frequent interruptions, and changing work priorities;

Maintain confidentiality;

Communicating with diverse groups;

Work as part of a team.

Working Environment

ENVIRONMENT

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES

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 sitting, walking, and standing. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: Master's degree in education, education administration, or a closely related field.

Experience: Five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative experience with coordinating curricula and instructional programs and services, working effectively with teachers and administrators at all levels. Experience leading equity, diversity, inclusion, and/or cultural competency initiatives required.

Equivalency: A combination of education and experience equivalent to a master's degree in education, education administration, or a closely related field and five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative experience with coordinating curricula and instructional programs and services, working effectively with teachers and administrators at all levels. Experience leading equity, diversity, inclusion, and/or cultural competency initiatives required.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential

Valid CA Teaching Credential

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance


Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Certificated Management Grade 056

Approval Date: July 2022

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: N/A