

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, Child and Family Success

Purpose Statement

Under administrative direction, the Senior Director, Child and Family Success is responsible for managing and coordinating services and support for Pre-kindergarten through Grade 3 (P3) programs; 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; and ensuring the accomplishment of the SDCOE mission, goals and objectives, and strategic plans (e.g., Equity Blueprint).

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

- Develops and leads services for local districts for the purpose of supporting the implementation of Pre-kindergarten through Grade 3 (P3) goals and objectives, MTSS, high quality instructional practices across all content areas, and family and community engagement practices.
- Collaborates with internal and external personnel (e.g., Assistant Superintendents of Curriculum and Instruction, and other administrators, personnel, outside organizations, etc.) with coordinating activities and programs, resolving issues and conflicts, exchanging information, and developing policies and procedures that build countywide coherence and efficiencies.
- Compiles and analyzes national, state and district level data, trends and policies related to education for the purpose of identifying and anticipating district and school needs and designing services to address the needs pertaining to the whole child.
- Coordinates regional and state leadership meetings establishing networks for regular communication with district leaders regarding current initiatives (e.g., Universal PK-3, MTSS).
- Designs and coordinates staff development and training activities within the Learning and Leadership division and across divisions and countywide implementing professional development activities that address training needs and promotes and models personal commitment to ongoing professional learning.
- Plans, organizes, coordinates, and implements the operations, activities, educational services, and support functions for the implementation of Universal Pre-Kindergarten

(UPK) initiatives; monitor, evaluate and adjust activities in response to stakeholder needs, assisting with assuring related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.

- Coordinates communications, information, and resources to meet district needs and to enhance learning; develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes, and procedures; lead, develop, and coordinate networks (CoPs) coordinate and facilitate decision-making groups.
- Provides consultation and technical assistance to LEAs with grant writing for UPK funding; respond to inquiries and provide detailed and technical information concerning related standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies, and procedures; assure smooth and efficient delivery of services.
- Facilitates the development and implementation of professional learning activities for the purpose of supporting the successful teaching practices to help students and student groups in grades PK-12 meet the expectations of California State Standards in all content areas.
- Conducts research 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.
- Conducts research on current leadership and instructional practices for the purpose of supporting improvement in student achievement and anticipating future areas or trends needing to be addressed.
- Attends, participates, and leads a variety meetings and workshops (department and inter-departmental committee meetings, task forces, state, regional and district committee meetings, workgroups and advisory board meetings, etc.) addressing instruction and curriculum, data literacy, equity-centered continuous improvement, implementing MTSS goals and objectives, and supporting statewide initiatives and/or leading the work of assigned committees and work groups addressing SDCOE goals, objectives and strategic plans.
- Serves on state, regional and district committees, works groups and advisory boards for the purpose of addressing instruction and curriculum and leading the work of assigned committees and work groups addressing SDCOE goals, objectives, and strategic plan.
- Performs personnel administrative functions for assigned staff (e.g. hiring, onboarding, training, supervising, evaluating, providing professional development opportunities, developing work schedules, etc.) maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.

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:

Pertinent laws, codes, policies, and/or regulations;
Curriculum adoption process;
Program planning and development;
Continuous improvement tools and resources;
Research-based practices that accelerate student learning;
Adult learning theories;
Comprehensive knowledge of effective ELL practices;
Practices of personnel administration;
Stages of child development;
Effective leadership skills.

ABILITY TO:

Develop implementation plans and manage projects;
Operate equipment using standardized methods;
Work with data of varied types and/or purposes;
Issue and create action plans;
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:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A Master’s degree in education, education administration, or related field.

Experience: Five (5) years experience as a principal and district or county level experience required including leading programs and services to improve outcomes for students and their families. Experience developing programs for Universal Pre-Kindergarten (UPK) and Pre-kindergarten through Grade 3 (P3) is desirable.

Equivalency: A combination of education and experience equivalent to a master’s degree in education, education administration, or related field and five (5) years experience as a principal and district or county level experience required including leading programs and services to improve outcomes for students and their families. Experience developing programs for Universal Pre-Kindergarten (UPK) and Pre-kindergarten through Grade 3 (P3) is desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

A valid California Administrative Services Credential; and

A valid California Teaching Credential

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance


Physical exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 053

Approval Date: July 2022

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services