

JOB DESCRIPTION
San Diego County Office of Education

District Advisor, Multilingual Achievement and Global Achievement

Purpose Statement

The job of District Advisor, Multilingual Education and Global Achievement (MEGA) is done for the purpose/s of directing assigned programs and services for academic achievement; 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 serving as a member of the leadership team.

Essential Functions

- Collaborates with internal and external personnel (e.g. administrators, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs improving outcomes for language learners
- Directs and oversees development and use of system(s) for the purpose of understanding current student, school, and LEA outcomes, determining what supports and services are needed, developing recommendations and serving as liaison for internal and external users of monitoring system(s).
- Facilitates and participates in a variety of meetings (e.g. professional learning, workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of developing and implementing systemic supports for language learners for LEAs, charters and schools.
- Collaborates with internal personnel and LEAs to identify targeted areas of need for underrepresented student groups, with a special focus on language learners, and developing proactive systems of support for LEAs, charters and schools.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Develops 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 topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

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 is required to 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; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify 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 data of widely varied types and/or purposes; and utilize a variety of 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 to significant. 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; and working with detailed information/data.

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 other closely related field.

Experience: At least four (4) years of experience as a coordinator/director in an educational setting in educational research, program evaluation, measurement, and assessment.

Equivalency: A combination of education and experience equivalent to a master's degree in education, education administration, or other closely related field and at least four (4) years of experience as a coordinator/director in an educational setting in educational research, program evaluation, measurement, and assessment.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrators Credential
Valid Teaching Credential
Valid CA 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 052

Approval Date: 08/2022

Approved by: Dr. Bobbi Burkett

Dr. Bobbi Burkett, executive director
For Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: N/A