

JOB DESCRIPTION
San Diego County Office of Education

Assistant Superintendent, Innovation

Purpose Statement

The Assistant Superintendent, Innovation plans, develops, coordinates, implements, directs, and supports countywide systems of innovation and engages partners to address a variety of educational needs and to create new programs and opportunities aimed at improving student equity and achievement.

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

- Oversees the development of a clear vision for the Innovation Department to work collaboratively, creatively, and productively to improve county office and school districts' student achievement through fulfillment of the county office LCAP, Board Goals, and the San Diego County Office of Education's Vision, Mission, and Values.
- Provides direction and oversight to the research and development efforts of the SDCOE Innovation Department, focused on the trends in business, the economy, state and local laws, and the needs school districts in San Diego County.
- Identifies and develops solutions to recommend innovative strategies, products, and services that address all aspects of the education system, by collaborating with county office and district leadership.
- Investigates needs countywide to develop and implement innovative strategies, products, and services, while recommending best practices to improve processes and results.
- Researches emerging and innovative practices and programs, within and outside the educational arena, that personalize learning for all students and educators that improve student engagement, equity and achievement.
- Leads, inspires, and facilitates a shared vision for all stakeholders that leverages the use of digital-age resources to meet and exceed student learning goals through effective and innovative instructional practices, tools, and applications.
- Develops and implements strategies and partnerships with private sector, community, and parent groups to ensure equitable access to appropriate digital tools and resources to meet the needs of all learners.

- Develops and implements strategies to align curriculum, assessment, accountability, virtual/blended learning, and professional development to support equity-focused 21st century learning environments.
- Leverages community partnerships and analyzes current and future workplace and market trends to develop Career Technical Education pathways and entrepreneurial learning that provide rigorous application-based learning opportunities to all students.
- Participates in local, national, and global learning communities that stimulate innovation, creativity, and digital age collaboration.
- Engages educators, employers, community members, parents, and policymakers in an ongoing dialogue that provides recommendations and advice about 21st Century education.
- Develops and convenes education, community, and business leaders to share market trends, best practices, and emerging issues, and to inform future collaborative initiatives.
- Budgets and allocates funds for the department; reviews and approves department communication and operating strategies; monitors effectiveness of programs provided; reviews, plans, and evaluates program activities and assures responsiveness to San Diego County Office of Education objectives and priorities.
- Participates as a member of the Superintendent's Strategic Leadership Team in the overall planning and direction of County Office functions and services; advises the Superintendent regarding use of resources, priorities, program opportunities, and methods to enhance the delivery of programs and support services.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; plans, coordinates, and arranges for appropriate training and development of subordinates.
- Makes presentations to associations, community groups, and others regarding County Office matters and assigned subject or program areas.

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:

21st century digital literacy skills and global awareness;

Principles, techniques, and procedures of organizational development, long-range technology plans, and development methodology;

Federal, state, and local policies and procedures regarding instructional technology;

Current literature, trends, and developments in the technology field;

Research methodology, including research design, program evaluation, and data analysis;
Principles and techniques of budget preparation and control;
Principles and practices of administration, supervision, evaluation, and training;
Equity and diversity issues.

ABILITY TO:

Successfully lead and implement major projects and programs through bold, innovative, and progressive thinking;
Provide effective leadership and direction in assigned areas;
Create, lead, and support a countywide digital-age culture;
Review existing and pending legislation related to assigned programs, and recommend origination, modification, or support of legislative measures;
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations;
Communicate effectively, both orally and in writing;
Motivate assigned staff;
Use tact, patience, and courtesy, and other positive interpersonal skills;
Interpret, apply, and explain rules, regulations, policies, and procedures;
Establish and maintain effective working relationships with a wide diversity of individuals, both internal and external to the County Office;
Operate computer and assigned office equipment;
Analyze problems, make decisions, and be responsible for those decisions;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work effectively;
Gather, collate, and/or classify data;
Prepare comprehensive narrative and statistical reports;
Work effectively 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 Bachelor's degree in Computer Science, Information Management, or related field, with an advanced degree/doctorate preferred.

Experience: Eight (8) years or more of progressively responsible leadership experience in the area of technology, education, public administration, or business administration and management, including at least four (4) years of supervisory experience. Experience with a school district or other educational agency strongly preferred.

Equivalency: A combination of education and experience equivalent to a Bachelor's degree in Computer Science, Information Management, or related field, and a minimum of eight (8) years or more of progressively responsible experience in the area of technology, education, public administration, or business administration and management, including at least four (4) years of supervisory experience.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services 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

Designation: This position is designated as Senior Management Certificated

Approval Date: 1/11/2023

Approved by:



Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: N/A