

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, Juvenile Court and Community Schools

Purpose Statement

The job of Senior Director, Juvenile Court and Community Schools (JCCS) is done for the purpose/s of reporting to the Executive Director, JCCS; providing leadership in the operation and management of the JCCS program; ensuring the accomplishment of the Juvenile Court and Community Schools WASC plan, missions, goals and objectives.

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.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Collaborates with local, state, national and international colleagues (e.g. JJC, CJJ, JCCASAC, SPSSC, etc.) for the purpose of improving services and opportunities for students and families.
- Creates reports, documentation, and plans for the purpose of ensuring the development of support services for students.
- Creates, designs, and provides support and technical assistance in areas of leadership, program development, school wide change, school culture and professional learning community development for the purpose of ensuring high quality programs are being delivered.
- Designs and implements educational programs to JCCS for adult learning (e.g. Court Schools, Probation Department, police and sheriff departments and public schools, etc.) for the purpose of ensuring the participation of JCCS students in educational programs throughout the region.
- Develops and directs the work expectations of JCCS principals, vice principals, coordinators, and specialists to support student learning for the purpose of ensuring these services are within established timeframes and in compliance with related requirements.
- Develops LCAP based on analysis of student data and budgets based on LCAP for the purpose of making recommendations to the budgetary processes.
- Evaluates principals, instructional coaches, coordinators (e.g. JCCS program, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting staffs.
- Leads strategy sessions with state, local and national stakeholders for the purpose of researching and disseminating best practices for services to at risk youth.

- Leads and oversees a wide variety of program components (e.g. federal, state, and local funding in support of adult and student learning (LCFF, LCAP, Title 1-3, grants, contracts), etc.) for the purpose of supporting services which conform to regulatory requirements and established guidelines.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of supporting Human Resources and helping to maintain adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Provides instructional and administrative leadership for the purpose of ensuring program missions and goals in collaboration with staff and community partners and agencies are met.
- Recommends and monitors budget allocations, expenditures, fund balances and related financial activities (e.g. program budgets, instructional and non-instructional equipment/materials, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Researches and integrates relevant findings on a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, staff development activities, etc.) for the purpose of developing programs and/or individual learning plans for adult learning.

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:

Human centered and socially conscious leadership;

Pertinent laws, codes, policies, and/or regulations;

Personnel processes;

Standard business practices;

Program planning and development;

Concepts of grammar and punctuation;

Instructional procedures and practices;

Age appropriate student activities;

Stages of child development/behavior;

Community resources;

Practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

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

Work with others in a wide variety of circumstances;

Analyze data utilizing defined but different processes;

Work with a diversity of individuals and/or groups;

Work with data of varied types and/or purposes;

Utilize a variety of job-related equipment;
 Problem solve to analyze issues and create action plans;
 Adapt to changing work priorities;
 Communicate with diverse groups and individuals;
 Meet deadlines and schedules;
 Set priorities;
 Working as part of a team;
 Work 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, educational administration, or closely related field; and

Experience: Five (5) years of secondary school site, district-level administrative or county office experience with progressively responsible duties. Experience teaching in an urban school environment preferred.

Equivalency A combination of education and experience equivalent to a master’s degree in education, educational administration and two (2) of secondary school site, district-level administrative or county office experience with progressively responsible duties. Experience teaching in an urban school environment preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

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


Continuing Educ./Training

N/A

Clearances

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

Approval date: October 2016

Approved by: 
Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

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