

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Student Services and Programs

Purpose Statement

The job of Executive Director, Student Services and Programs is done for the purpose/s of providing leadership, operational support, and management of the programs and services provided by the Outdoor Education department and Student Services and Programs division to ensure the mission, goals, and objectives established by the County Superintendent are accomplished.

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

- Directs student support services for the purpose of implementing and maintaining services and programs within established timeframes and in compliance with related requirements and SDCOE guidelines.
- Monitors budget allocations, expenditures, revenues, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, bills are sent to appropriate district offices, expenses are within budget limits and/or fiscal practices of excess cost model are followed.
- Collaborates with internal and external personnel for the purpose of developing, implementing and/or maintaining services and programs, and assisting with determining appropriate services for students.
- Participates in meetings, workshops, and seminars (e.g. training, orientation, regional committees, board meetings, conferences, etc.) for the purpose of identifying issues, developing recommendations, providing training, conveying and/or gathering information required for position functions.
- Performs personnel administrative functions (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, etc.) for assigned programs for the purpose of maintaining adequate staffing needs, enhancing productivity of personnel and achieving objectives within budget.
- Prepares and maintains a wide variety of often complex materials and reports for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Represents SDCOE on various committees and commissions at state and local levels for the purpose of establishing and maintaining positive relationships, serving as liaison and conveying and/or gathering information.
- Researches and monitors Education Code new legislation and proposed legislative bills for the purpose of interpreting the legislation and determining implications for SDCOE and school districts in San Diego County.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, or 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.
- Serves as a resource for school districts in San Diego County and neighboring counties for the purpose of providing direct and indirect support and technical assistance.
- Compiles and analyzes national, state and district level data, trends, and policies related to outdoor educational programs for the purpose of identifying and anticipating district and school needs, and designing services to address these needs.
- Directs outdoor school and outreach programs (e.g. summer and weekend scheduling of groups utilizing the outdoor school facilities, etc.) for the purpose of ensuring the needs (facilities, student needs, school pairings, testing dates and holidays) of client districts are met.
- Evaluates the curriculum and delivery of all outdoor school and outreach programs for the purpose of ensuring the content standards and guidelines are being met.
- Facilitates the development and implementation of professional learning activities for the purpose of supporting successful instructional practices to help students and staff meet the expectations of the Outdoor Education and Student Support Services units.
- Interfaces with various local and state agencies (e.g. Health department, Parks department, etc.) for the purpose of ensuring alignment of the Office of Education with all compliance requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of assigned work units.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

To read technical information, compose a variety of documents, and/or facilitate group discussions;

Solve practical problems;

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: practices and strategies for managing a large, diverse organization including change processes; district curriculum and school instructional programs including the integration of educational technology;

Trauma Informed Care and Restorative Justice Practices including Positive Behavior Intervention and support;

Current state and federal issues in education including national standards;

Principles and techniques of budget preparation and control;

Principles and practices of administration, supervision and training;

Applicable state and federal laws, codes, regulations, policies, and procedures specific to juvenile justice, homeless, sexually exploited minors and foster students;

Oral and written communication skills.

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 significant number of activities, meetings, and/or events;

Flexibility is required to independently work with others in a wide variety of circumstances;

Independent problem solving is required to analyze issues and create action plans;

Specific ability based competencies required to satisfactorily perform the functions of the job include: providing leadership, direction and supervision of staff;

Vision and innovation in planning for the future needs of programs;

Adapting to changing work priorities;

Communicating with diverse groups and individuals;

Meeting deadlines and schedules;

Setting priorities;

Working as part of a team;

Plan and organize programs;

Analyzing problems;

Making decisions and being responsible for the decision;

Interpreting and applying laws, rules, regulations, policies and procedures;

Working with detailed information/data.

Working Environment

ENVIRONMENT:

Office and outdoor school environment.

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. This job is performed in a generally clean and healthy environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities related to curriculum and instruction; two (2) years as a district level administrator and experience coordinating and conducting professional learning activities, seminars and collaborative projects is required. Experience working with K-12 schools and districts, including alternative education programs is highly preferred.

Education: Masters degree in education, educational leadership or related field.

Equivalency: Any combination of education and experience equivalent to a master's degree in education, educational leadership or related field; and five (5) years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities related to curriculum and instruction; two (2) years as a district level administrator and experience coordinating and conducting professional learning activities, seminars and collaborative projects is required. Experience working with K-12 schools and districts, including alternative education programs is highly preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Administrative Services Credential

Valid California Teaching Credential or Pupil Personnel Services Credential

Valid CA driver's license

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

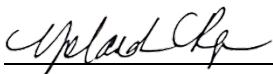
Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 056

Approval Date: March 2019

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: 06/22