

JOB DESCRIPTION
San Diego County Office of Education

COORDINATOR, PORTRAIT OF A GRADUATE SERVICES

Purpose Statement

The job of Coordinator, Portrait of a Graduate Services is responsible for providing Portrait of a Graduate (POG) coordination, facilitation and operational support with the overall organization and management of related programs and initiatives; contributing to effective communication, consistency, and collaboration among departments within the Learning and Leadership Services division; developing relationships and collaborating with other departments across the organization; monitors program outcomes and alignment of grant opportunities with the SDCOE mission and goals.

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

- Supports strategic visioning, planning, and implementation for K-12 districts in service of Portrait of a Graduate Services.
- Coordinates the development and implementation of community ethnography (student voice events, community engagement, surveys, empathy interviews, etc.).
- Contributes to specific needs for Portrait of a Graduate Services by researching materials relevant to futures and foresighting work to accomplish POG and division-wide goals.
- Designs and curates partnership metrics and outcomes, leveraging pre-, mid-, and post-partnership data for strategic transformation.

- Designs resources including digital tools used for content, professional learning, external presentations, and community events.
- Facilitates, hosts, and supports convenings including LEA Board of Education orientations, Student Summit, Guiding Coalition, and community engagement sessions.
- Designs resources to amplify equity stances in all phases of POG Services (belonging, identity, democratization, liberation, dialogue, and place).
- Plans, leads, and facilitates meetings and workshops building capacity for organization and division goals and initiatives.
- Collaborates with departments to seek opportunities to align and elevate assets in support of organizational and division wide goals.
- Serves as a representative of SDCOE in various meetings, workshops, and seminars throughout the county and at the state level for the purpose of conveying and/or gathering information required to support division and organizational goals.
- Participates and provides support to a variety of advisory and other county, regional and state committees; serves as a member of assigned teams.
- Develops and maintains partnerships with a wide variety of public and private agencies (San Diego County agencies, interagency collaborative, courts, law enforcement, community-based organizations, colleges, etc.) to support the overall well-being of students, coordinate activities and programs, exchange information, and maintain positive communication.
- Monitors program needs based on the analysis of appropriate data and recommends changes accordingly.
- Acts as a liaison between the county, office of education and other agencies for the purpose of facilitating access to resources concerning underserved students.

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;
 Impact of poverty on children and families in San Diego County;
 Pertinent laws, codes, policies, and/or regulations;
 Liberatory design processes;
 Design Thinking and Systems Transformation processes;
 Futures and Foresighting research in Business and Educational settings;
 Improvement Science processes;

Adult learning theory;
Curriculum and instructional techniques;
Community resources;
Practices of personnel administration;
Stages of child development;
Best practices to support development of relevant professional learning in both large and small group settings;
Resource development and project management;
Grant and/or contract management and implementation.

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;
Analyze data, interpret guidelines, and create action plans;
Schedule and lead multiple concurrent activities, meetings, and/or events;
Work with diverse stakeholders, including educators, administrators, and community partners;
Manage budgets and resources;
Engage in continuous learning to stay abreast of emerging trends in education and leadership;
Measure effectiveness of professional learning initiatives;
Make data driven recommendations for improvement;
Communicate effectively orally and in writing;
Meet deadlines and schedules;
Work as part of a team;
Work with detailed information and data;
Work with multiple projects, frequent interruptions, and changing work priorities;
Establish and maintain effective working relationships;
Supervise and evaluate the performance of assigned personnel.

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.

Travels as required in conducting course of business statewide, regionally, and locally.

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: Master’s degree in education, educational leadership, public administration, or related field; and

Experience: Five (5) years of progressively responsible experience in educational leadership, organizational leadership and/or system design including two (2) years of experience designing complex projects with empathetic research, facilitating professional development, and effective management of multiple projects. Experience working with K-12 schools and districts, including alternative education programs is highly preferred. Must have experience working in a K-12 classroom setting; or

Equivalency: A combination of education and experience equivalent to a master’s degree in education, education leadership, public administration, or related field and five (5) years of progressively responsible experience in educational leadership, organizational leadership and/or system design including two (2) years of experience designing complex projects with empathetic research, facilitating professional development, and effective management of multiple projects. Experience working with K-12 schools and districts, including alternative education programs is highly preferred. Must have experience working in a K-12 classroom setting.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Administrative Services Credential; and
Valid California Teaching 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
Salary Grade Certificated Management, Grade 045

Approval Date: 03/2024

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services