

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

**Professional Expert Description
Senior Advisor**

Under the direction of the Executive Director and Deputy Executive Director, the position of Senior Advisor within the California Collaborative for Educational Excellence (CCEE) provides planning and organizational leadership of the operations, activities, educational services, and support functions of the California Collaborative for Educational Excellence (CCEE). The Senior Advisor serves as the main strategist for the agency around key areas of focus or initiatives as identified by their areas of expertise and experience. The Senior Advisor will be responsible for the development, implementation, and evaluation of activities to support these identified areas of focus. The Senior Advisor will serve as part of CCEE's Executive Team to set clear direction for CCEE, provide regular updates to CCEE's Governing Board, and act as a representative of the agency in relevant contexts. The Senior Advisor reports to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Senior Advisor job family.

- Provides leadership and guidance to the organization around key areas of focus or initiatives central to the work of CCEE
- Aligns identified initiatives with relevant statute, state budget documents, Governing Board direction, Executive Director direction, and organizational goals
- Sets, in collaboration with the Executive Team members, clear direction for CCEE around key initiatives, including:
 - the development of goals to support key initiatives,
 - ensuring the effective implementation of strategies to meet those goals,
 - the development and implementation of an evaluation plan that is aligned with CCEE's theory of action and the principles of continuous improvement
 - ensuring that all communications, technical assistance, resources, and other materials are of high quality, relevant, and useful for relevant stakeholders
- Serves as CCEE lead for relevant committees/associations/meetings
- Leads CCEE partnerships with LEAs and other educational agencies, providing ongoing strategic thought partnership and other customized assistance based on specific needs identified in the local context

Professional Expert

- Provides regular updates for the CCEE Governing Board, and presents to the Governing Board about progress toward organizational goals at regularly scheduled meetings
- Monitors and ensures appropriate use of applicable budgets
- Supervises, trains and evaluates assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized
- Serves as a member of the Executive team, providing input to the Executive Director, and implementing organizational initiatives
- Cultivates and maintains relationships with partners from statewide associations, nonprofit organizations, and other educational groups, and engages those partners in the development of continuous improvement resources

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Master's degree in Education, Public Policy, or a related area from an accredited college/university is required.

EXPERIENCE

At least five years of developing, leading, and coaching improvement efforts in schools, districts, county offices of education, and other local educational agencies. At least three years of experience as an administrator or executive team member, with preference for experience at the cabinet-level, at a local or state educational agency.

KNOWLEDGE OF:

- California policy context, including Local Control Funding Formula (LCFF) policy, the Local Control and Accountability Plan (LCAP) process, implementation of Common Core State Standards, A-G subject requirements, and California Education Code related to the California Collaborative for Educational Excellence.
- Current and effective instructional strategies, curriculum, practices, and research to support student academic success, particularly targeting historically underserved and underperforming student groups.
- Improvement Science Methodologies and associated theory (e.g., organizational psychology, Deming's System of Profound Knowledge, Carnegie's Six Principles, Total Quality Management).
- Title I, II, III and other federal funding and related improvement planning initiatives.
- High leverage strategies for engaging education-focused state agencies, local educational agencies, nonprofits, and community partners.
- Research-based strategies for providing effective technical assistance to local educational agencies, especially low-performing schools and districts.

Professional Expert

- Standard practices for engaging local, state, and national news media.
- Education policy, research, and practice associated with at least one of the following areas: school instructional leadership, English learners, foster/homeless youth, special education, talented and gifted programs, college and career readiness, career/technical education, school climate, rural settings, and labor management
- Principles and practices of management, supervision and staff evaluation.
- Basic budgetary practices.

SKILLS AND ABILITY TO:

PROJECT MANAGEMENT

- Learn and apply CCEE's administrative regulations, policies and procedures, Board Policies, and California Education Code related to the CCEE
- Schedule, coordinate, and monitor a wide range of activities, tasks, and projects across multiple internal and external teams
- Effectively plan, develop, administer, implement, and evaluate activities and programs related to assignment
- Manage multiple projects, including establishing and meeting project deadlines and ensuring that external teams successfully complete projects and activities
- Implement and monitor instructional strategies that promote academic achievement and English language proficiency
- Develop and monitor program budgets
- Analyze issues, create plans of actions, and reach appropriate and effective solutions
- Create and maintain project documentation for internal and external purpose.

FACILITATION

- Develop and implement agendas, meeting facilitation guides, and presentations
- Facilitate large, cross-agency meetings with statewide agency partners and lead agencies
- Coordinate, schedule, and manage in-person and virtual meetings.

STAKEHOLDER SUPPORT

- Develop systems and processes for establishing and maintaining effective communications both internally and with external partners using a variety of channels and media
- Establish and maintain effective working relationships with staff, statewide agency partners, lead agency representatives, school district and county officer personnel, and other agency personnel

OTHER

- Perform professional level tasks with a need to frequently upgrade skills
- Communicate effectively, both orally and in writing
- Work independently with little direction
- Work evenings and weekends as needed and perform job safely
- Meet the frequent travel requirements of the position.

Professional Expert

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 15lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations,
 - a generally hazard-free environment,
 - a clean atmosphere.
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands.

LICENSE:

- Valid California driver's license required.