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

Professional Expert Description
Executive Advisor

THE POSITION:

Under the direction of the Executive Director, the position of Executive Advisor within the California Collaborative for Educational Excellence (CCEE) includes extensive engagement with state, local, and agency partners, conducting legislative research and analysis, recommending policies, aiding in public dissemination of information, and providing input on decisions for CCEE. The Executive Advisor serves as an advisor to the Executive Team and provides recommendations to policies and course of action to fulfill CCEE's statutory obligations. The Executive Advisor manages and supports the preparation and design on updates to the CCEE's governing board and works collaboratively with the Executive team across operational functions, including but not limited to contracts, budgets, and reporting. The Executive Advisor represents and promotes CCEE's mission through collaboration with local and state agencies, oversees, develops, and serves as lead in developing and coordinating communications that guides all engagement for CCEE. The Executive Advisor will serve as part of CCEE's Executive Team and 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 Executive Advisor role, and:

- In coordination with the Executive team, aligns all financial and operational activities as well as any other assigned initiatives with relevant statutes, state budget documents, and organizational goals
- Manage all communication and engagement materials in order to promote and publicize CCEE initiatives and strategic projects
- Gather and synthesize data relevant to ongoing and future operations, prepare budget estimates, and monitor approved budgets in coordination with the Executive team
- In conjunction with the Executive team, develop, implement, and manage specialized projects that align with the organizational objectives of the CCEE
- Oversee the preparation and design of regular initiative and project updates for the CCEE Governing Board at regularly scheduled meetings
- Cultivate and maintain relationships with statewide agency partners, legislative staff, advocacy groups, community-based organizations, nonprofit organizations, institutes of higher learning, statewide associations, county offices of education, school districts, and charter schools

- Serve as a member of the Executive team to advise on the development of statewide strategies through legislative analysis, policy planning, and policy setting, and implementing organizational initiatives to fulfill CCEE's statutory obligations
- Manages the development of communication materials and activities in order to promote and publicize research and professional learning resources for all CCEE initiatives, including quarterly and end of year reporting
- Oversees the maintenance and coordination of the CCEE website and any external web presence to align with agency communication priorities, activities, and organizational goals
- 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
- Develops and implements project management systems, structures, and processes that will be used to manage the work of the various projects, activities, and contractors involved in the agency's initiatives
- Supervise assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized for all statutory responsibilities.
- 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 from an accredited college/university is required.

EXPERIENCE:

A minimum of five years developing, leading, and project managing educational research, policy initiatives, and systems improvement efforts. Preferably with school district office or county office of education experience or at state level with similar scope/reach. At least three years of experience in a leadership role 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, and California Education Code related to the California Collaborative for Educational Excellence and the Statewide System of Support
- Title I, II, III and other federal funding-related improvement planning initiatives
- High leverage strategies for engaging education-focused state agencies, local educational agencies, nonprofits, and community partners
- Standard practices for engaging local, state, and national news media
- Education policy, research, and practice knowledge that enables assistance 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/CTE, school climate, rural settings, and labor management
- Principles and practices of management, supervision, and staff evaluation
- Basic budgetary, human resources, and business operations practices

SKILLS AND ABILITY TO:

FINANCE AND OPERATIONS

- Develop, monitor, and report out regularly on cross-agency analysis of business-critical insights, programs, and budgets
- Develop, implement, monitor, and update agency-wide and external policies

RESEARCH AND POLICY DEVELOPMENT

- Conduct literature reviews and online research
- Coordinate and design research and evaluation projects
- Prepare, write, and present reports of project findings to a variety of audiences with clarity and brevity.

COMMUNICATION

- Communicate effectively, both orally and in writing
- Content writing experience across all communication platforms (reports, handouts, newsletters, websites, etc.)

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
- Manage multiple projects, including establishing and meeting project deadlines and ensuring that external teams successfully complete projects and activities
- Create and maintain project documentation for internal and external purpose.

FACILITATION

- Develop and facilitate large, cross-agency meetings with a variety of partners, including but not limited to: statewide agencies, lead agencies, LEAs, technical assistance providers, researchers, and member associations
- Coordinate, schedule, and manage in-person and virtual meetings and learning opportunities.

STAKEHOLDER ENGAGEMENT AND 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
- Work independently with little direction
- Work evenings and weekends as needed and perform job safely
- Meet the frequent travel requirements of the position.

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 15 lbs.
- 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.

CERTIFICATES/CREDENTIALS/LICENSES:

- Valid California Driver's License required