

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**DIRECTOR, SYSTEM OF SUPPORT**

**Purpose Statement**

The job of Director, System of Support is responsible for directing, coordinating services and supporting local educational agencies (LEAs) and their schools to meet the needs of students; directing programs, services and technical assistance in the development of continuous improvement plans across the county; collaborating and aligning services within and across the county; serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

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**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.

**Essential Functions**

- Facilitates and supports the local implementation of California's System of Support model by coordinating and participating in continuous improvement efforts (e.g., Differentiated Assistance process for locally identified LEAs and charter schools to build local capacity that sustains improvement and effectively addresses disparities in opportunities and outcomes for all students.)
- Facilitates, supports, and coordinates an aligned service model, including Community Schools, Whole Child Community Design, and Student Services and Programs by assisting LEAs and charter schools in aligning initiatives and resources to address the needs of all students.
- Facilitates and supports the implementation of ESSA Comprehensive Support and Improvement (CSI) by coordinating and participating in continuous improvement efforts for locally identified LEAs and charter schools.
- Collaborates with the Director of LCAP, Continuous Improvement in providing services for the development and review of Local Education Agencies' LCAPs and the LCAP processes.
- Co-facilitates the review of individual district LCAPs and provides detailed information, support and feedback to LEAs.
- Collaborates with LEAs to develop and implement comprehensive improvement plans for local initiatives, actions and services.
- Facilitates professional learning opportunities for the purpose of identifying issues, developing best practice recommendations, supporting other staff, and providing current, individualized information and guidance to school districts; maintains current knowledge and ability to interpret applicable rules, regulations, policies, procedures, contracts; follows federal and state requirements.
- Works with other Learning and Leadership Services and SDCOE staff to support districts in establishing areas for data inquiry and strategies for pursuing data that are difficult to collect (e.g., course access and how to define it, parent involvement, and school climate.)

- Compiles data from a wide variety of sources (e.g. local and state data, needs assessments, annual update and LCAP development process, etc.) for the purpose of analyzing issues, ensuring compliance with state policies and procedures, and/or monitoring program components.
- Serves on county, regional and state committees, as appropriate.
- Facilitates work teams across departments and divisions.
- Coaches others utilizing a human-centered approach that is aligned with San Diego County Office of Education's mission and vision.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, coaching, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving division objectives.

### **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;

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices, adult learning theory, approved curriculum and instruction materials; codes, laws, rules, regulations and policies;

Concepts of grammar and punctuation;

[Available] community resources;

Cultural competency while working collaboratively with diverse groups and individuals;

Principles of negotiation/arbitration;

Stages of child development.

#### 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;

Communicate effectively orally and in writing;

Interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

Maintain flexibility to best work with others in a wide variety of circumstances;

Work with a diverse individuals and groups;

Work with a variety of data for a range of purposes;

Properly utilize job-related equipment;

Analyze issues and create action plans;

Independently interpret guidelines;

Prioritize and meet deadlines and schedules;

Work with multiple projects, frequent interruptions, and changing work priorities;

Maintain confidentiality;

Effectively work as part of a team.

### **Working Environment**

#### **ENVIRONMENT**

This job is performed in a generally clean and healthy 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**

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 for extended periods of time, sitting, walking, and standing. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

### **Education and Experience**

**Education:** A Master's degree in education, educational administration, or closely related field; and

**Experience:** Five (5) years of experience as a site, district, or county office administration is required; experience leading a collaborative instructional team is preferred including supervision of staff experience; or

**Equivalency:** Education and experience equivalent to: a Master's degree in education, educational administration, or closely related field and five (5) years of experience as a site, district, or county office administration is required; experience leading a collaborative instructional team is preferred including supervision of staff experience.

#### **Required Testing**

N/A

#### **Certificates, Licenses, Credentials**

Valid CA Administrative Services Credential  
Valid CA Teaching Credential

Valid CA Driver's License

#### **Continuing Educ./Training**

N/A

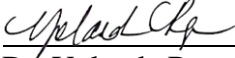
#### **Clearances**

Criminal Justice Fingerprint/Background  
Clearance

Physical examination including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt  
Salary Grade: Certificated Management, Grade 050

Established: 05/2019  
Revised: 8/2024

Approved by:   
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Dr. Yolanda Rogers  
Assistant Superintendent, Human Resources