

JOB DESCRIPTION

San Diego County Office of Education

SENIOR DIRECTOR, DATA AND IMPACT CENTER OF EXCELLENCE (DICE)

Purpose Statement:

The job of Senior Director, Data and Impact Center of Excellence (DICE) is done for the purpose/s of directing, planning, coordinating and overseeing data strategy, data governance, impact measurement, and continuous improvement initiatives; coordinating the County-wide efforts to manage data related to assessment, accountability and student outcome reporting; and providing professional learning, technical assistance and support to administrators and teachers in County schools and districts.

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:

- Collaborates with district personnel (e.g., County Office administration, school district officials, education leaders, etc.) to enhance data strategy, build data capacity, and improve data literacy in support of state and federal accountability systems, ensuring informed decision-making and compliance with reporting requirements.
- Compiles and analyzes data from a variety of sources (e.g., instruction, assessments, accountability plans, and resource alignment) to identify needs, assess service impact on student achievement, support continuous improvement initiatives, and address achievement gaps.
- Develops and delivers professional learning programs to enhance data literacy, balanced assessment practices, strategic planning, and resource alignment with state standards and mandates.
- Directs department operations to maintain and implement both centralized and customized services that support data strategy and use. This includes measuring the impact of services on student achievement, and ensuring compliance with accountability reporting and assessment needs.
- Facilitates County-wide networking among school districts to share strategies and data analysis related to California content standards and assessments.
- Supports the maintenance of up-to-date knowledge on state and federal requirements,

ensuring districts stay informed about accountability reporting and compliance.

- Interprets the California Assessments of Student Performance and Progress (CAASPP) results and California School Dashboard data for the purpose of outcomes and providing recommendations for areas of focus and improvement strategies.
- Manages a variety of program components, materials and support needs for the purpose of coordinating and supervising data, assessment and accountability activities for County schools and districts.
- Monitors budget allocations, expenditures, fund balances and related financial activities for assigned programs and multi-year projections for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in and leads meetings and committees related to assigned activities, providing professional development on continuous improvement, data strategy, data utilization, and state and federal data reporting.
- Performs personnel administrative functions (e.g. interviewing, hiring, counseling, training, supervising, evaluating, providing professional development opportunities, disciplinary actions, recommending transfers and terminations, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares and maintains a wide variety of complex materials and reports (e.g. narrative and statistical reports, records and files related to assigned activities, forecasting trends, etc.) for the purpose of documenting services, meeting compliance requirements, making presentations, providing written references, and providing supporting materials for requested actions.
- Provides leadership and guidance to districts, ensuring they meet required standards and effectively utilize data to drive continuous improvement efforts.
- Researches a variety of topics (e.g. methodology, current practices, forecast trends, report writing and presentation, instrument design and administration, etc.) for the purpose of developing new programs, determining the effectiveness of current educational programs and ensuring compliance with regulatory requirements, securing general information and responding to requests.

Other Functions:

- Perform 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;

Assessment instruments and techniques;

Specific knowledge-based competencies required to satisfactorily perform the functions of the job

include: personnel processes; and pertinent codes, policies, regulations and/or laws; k-12 assessment and program evaluation; principles of adult learning, professional development, administration and supervision; research methodology; and accounting practices.

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;

Interpret highly technical information;

Independently work with others in a wide variety of circumstances;

Work with a significant diversity of individuals and/or groups;

Work with data of widely varied types and/or purposes;

Analyze issues and create action plans;

Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data; adapting to changing work priorities; working with frequent interruptions.

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.

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: Masters degree in education, education administration, or related field; and

Experience: Five (5) years of progressively responsible experience leading data strategy, data governance, impact measurement, and/or continuous improvement initiatives, including three (3) years of direct leadership experience at a school site and/or district levels. Experience designing or delivering professional development, educational assessments, and program evaluation required; or

Equivalency: A combination of education and/or experience equivalent to a Master's degree or higher in education, education administration, or related field, and five (5) years of progressively responsible experience leading data strategy, data governance, impact measurement, and/or continuous improvement initiatives, including three (3) years of direct leadership experience at a school site and/or district levels. Experience designing or delivering professional development, educational assessments, and program evaluation required.

Required Testing

N/A

Certificates, Licenses, Credentials

CA Teaching Credential
CA Administrative Services 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 053

Approval Date: October 11, 2016

Approved by:  _____

Dr. Sheiveh Jones, assistant superintendent
Human Resources Services

Revised: 04/2025