

JOB DESCRIPTION
San Diego County Office of Education

**EXECUTIVE LEADERSHIP COACH,
DATA AND IMPACT CENTER OF EXCELLENCE (DICE)**

Purpose Statement:

The job of Executive Leadership Coach, Data and Impact Center of Excellence (DICE) supports countywide data leadership, assessment and accountability implementation, and systems improvement through coaching, professional learning, and technical assistance; enhances district and school capacity to utilize data for continuous improvement; and advances equity-driven leadership across schools and districts in San Diego County.

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:

- Provides individualized executive coaching to site, district, and county leaders (e.g., principals, assistant superintendents, superintendents) to enhance instructional leadership, data-informed decision-making, and organizational coherence.
- Designs, develops, and delivers professional learning experiences (in-person, virtual, and hybrid) to enhance leadership capacity in data use, assessment literacy, equity-centered leadership, and accountability systems.
- Collaborates with staff across SDCOE divisions to ensure coherence between data services and instructional leadership supports, delivering integrated and responsive assistance to LEAs.
- Collaborates with internal SDCOE teams and external agencies (e.g., LEAs, statewide System of Support partners, regional consortia, CDE) to coordinate and align leadership services and technical assistance.
- Serves as a thought partner in the development and implementation of SDCOE-wide assessment literacy strategy, supporting the alignment of professional learning, coaching, and data tools that promote balanced assessment systems and informed instructional decision-making.

- Provides guidance and technical assistance to LEAs to support onboarding to SDCOE-developed dashboards and tools, including data loading processes, platform navigation, and the integration of local data systems to ensure accurate and actionable reporting.
- Facilitates data-informed inquiry cycles (e.g., Plan-Do-Study-Act, Improvement Cycles) with school and district teams to address student achievement gaps, improve systems, and inform instructional practice.
- Analyzes a variety of data sources (e.g., CAASPP, ELPAC, local indicators, LCAP, student demographic and performance data) to support program evaluation, monitor progress, and measure the impact of leadership actions.
- Advises LEA leaders in the development and implementation of aligned strategic plans (e.g., LCAP, SPSA, LEA Plan updates) to advance district goals and support accountability and compliance.
- Collaborates with other SDCOE divisions in the implementation of California's System of Support, including Differentiated Assistance, to improve student outcomes and address local equity challenges.
- Develops tools, protocols, and guidance documents (e.g., reflection tools, data analysis templates, decision-making frameworks) to support school and district leadership development.
- Assists leaders in interpreting and implementing federal, state, and local educational policies and regulations to promote compliance, coherence, and instructional leadership.
- Leads and participates in local, regional, and state-level committees, workgroups, and advisory boards to contribute to policy development, instructional leadership, and systems improvement.
- Monitors assigned budgets and explores new funding sources (e.g., grants, contracts, interagency partnerships) to ensure resource alignment with division goals and program sustainability.
- Researches and applies best practices in leadership coaching, adult learning theory, culturally responsive practices, and systems design to inform service delivery and improve student achievement.
- Leads the DICE District Success Team which is a multi-disciplinary team focused on providing direct service and supports to LEAs including LMS oversight, assessment support, CALPADS reporting, data loading and validation.
- Performs personnel administrative functions (e.g. training, supervising, evaluating, coaching, and providing professional development opportunities) to maintain necessary staffing, enhance productivity of staff, and ensure program outcomes are achieved.

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;
Education codes and regulations;
Leadership development program design;
Adult learning and reflective practice facilitation;
Equity-centered leadership frameworks;
K-12 assessment and accountability frameworks;
Research-based leadership practices;
Assessment literacy;
Data use for continuous improvement;
State and federal education policy (ESSA, LCFF, Differentiated Assistance, accountability systems, EL programs);
California's System of Support;
CALPADS and CDE reporting systems;
CAASPP, ELPAC, and California School Dashboard;
Data governance tools and 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;
Schedule and coordinate activities, meetings, and events;
Gather and interpret complex data sets;
Work independently and collaboratively with diverse stakeholders;
Build trust and adapt to changing priorities;
Maintain confidentiality and manage multiple projects;
Work within data visualization platforms;
Provide user-centered feedback to engineering and design teams;
Coach, mentor, and advise LEA leaders at various levels;
Network with partner organizations across the statewide system;
Communicate effectively with diverse groups;
Meet deadlines and set priorities;
Work with detailed information and 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: A master's degree in education, education administration, or other closely related field; and

Experience: Four (4) years of increasingly responsible educational leadership experience, including successful service as a site principal. Experience leading data strategy and/or continuous improvement initiatives. Experience designing or delivering professional development, coordinating and overseeing educational assessments, and leading data literacy work.; or

Equivalency: A combination of education and/or experience equivalent to a master's degree in education, education administration, or other closely related field and four (4) years of increasingly responsible educational leadership experience, including successful service as a site principal. Experience leading data strategy and/or continuous improvement initiatives. Experience designing or delivering professional development, coordinating and overseeing educational assessments, and leading data literacy work.

Required Testing
N/A

Certificates, Licenses, Credentials
Valid California Teaching Credential
Valid California 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 052

Approval Date: 08/2025

Approved by: _____
Donald Ogden, Ed.D.
Assistant Superintendent, Human Resources Services

Revised: N/A