

## **EXECUTIVE DIRECTOR, EDUCATIONAL INNOVATION**

### **SAN MATEO COUNTY OFFICE OF EDUCATION EXECUTIVE DIRECTOR, EDUCATIONAL INNOVATION**

#### **JOB SUMMARY:**

Under the direction of the Associate Superintendent, Educational Services, the Executive Director, Educational Innovation, will provide strategic leadership and oversight for San Mateo County Office of Education (SMCOE) student programs and SMCOE-operated school site leaders in planning and delivering high-quality, innovative educational programs within Court & Community, Early Childhood, and Special Education programs, ages 0-22 years. This executive-level instructional and systemic leader will drive innovation and continuous improvement initiatives, ensure adherence to all applicable state and federal regulations, and collaborate with partner school districts to understand and respond to evolving service needs. The Executive Director will provide comprehensive leadership in areas including special education services, IEP/IFSP support, LCAP development, WASC accreditation, CSPP oversight, positive family engagement, Universal Design for Learning (UDL) and Multi-Tiered System of Support (MTSS) implementation, and the development of evidence-based assessment and instructional practices that align with SMCOE's School Programs Strategic Plan priorities.

#### **ESSENTIAL DUTIES:**

- Provide executive oversight and strategic management of SMCOE Student Special Services programs, including Court & Community, Early Childhood, and Special Education programs;
- Lead innovation initiatives and drive continuous improvement to achieve strong student outcomes through the development and implementation of evidence-based and best practices aligned with the strategic plan;
- Develop, coordinate, and align comprehensive professional development programs focused on MTSS framework implementation, social-emotional learning, and implementation science;
- Supervise, evaluate, and mentor school site leaders and administrators, providing ongoing coaching to enhance their capacity as instructional leaders;
- Lead the implementation of Professional Learning Communities (PLCs) and PDSA cycles to support continuous improvement and collaborative inquiry;
- Promote practices that strengthen relationships, establish high expectations, and provide meaningful student participation across all programs;
- Collaborate with all partners including students, families/caregivers, teachers, administrators, support staff, school districts, and outside agencies to ensure comprehensive support systems;
- Lead effective conflict resolution through mediation practices and formal dispute resolution processes;

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- Work collaboratively with SMCOE colleagues within and across divisions to support continuously improving student achievement and create high-quality post-secondary opportunities for all students;
- Champion the Multi-Tiered System of Support (MTSS) framework to assist SMCOE-operated schools in addressing academic, social, emotional, and behavioral barriers to learning;
- Lead program staff in analyzing diverse data sources to identify barriers to learning and develop targeted interventions;
- Utilize student and program data to identify and implement appropriate core instructional strategies and evidence-based interventions;
- Stay current with evidence-based strategies and standards related to Special Education, Title 15, Title 5 and Title 22 regulations, State preschool CSPP and CCTR licensing requirements, and other related laws, codes, regulations, policies, and procedures;
- Design, coordinate, and conduct innovation projects and strategic initiatives, including instructional practices, school culture and climate, Career Technical Education pathway development, program expansion, and other transformative initiatives;
- Develop, manage, and monitor complex budgets from multiple funding sources while ensuring fiscal responsibility and strategic resource allocation;
- Collaborate across divisions to support and implement effective fiscal and personnel-related policies and procedures;
- Represent SMCOE at state and regional conferences and convenings, serving as a thought leader in educational innovation;
- Lead the development and implementation of social-emotional learning curricula and behavioral intervention systems aligned with CASEL competencies;
- Oversee the digitization of forms, records, and referrals, maintaining updated and informative systems while training district partners;
- Other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Diverse student populations, especially student groups served within SMCOE school programs;
- California Special Education Task Force Report, Universal Design for Learning (UDL) principles, California MTSS framework, and CASEL competencies, and their implications for serving students aged 0-22;
- Evidence-based transition practices and Career Technical Education pathways that successfully prepare students for post-secondary options;
- California State Standards and Frameworks, interpretation, and application in special education and general education settings;

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- Implementation Science and Improvement Science methodologies, including PDSA cycles and Professional Learning Communities;
- Adult social-emotional learning principles and their application in professional development;
- Strategies that support student learning and growth across all student populations, with emphasis on inclusive practices;
- California Standards for the Teaching Profession and comprehensive teacher support and evaluation strategies;
- State and federal funded programs and requirements governing special education, early childhood programs, and alternative education;
- Current trends and innovations in educational technology and digital transformation;
- Positive Behavioral Interventions and Supports (PBIS) and trauma-informed practices.

### **SKILLS AND ABILITY TO:**

- Lead complex organizational change initiatives with measurable positive results and sustained impact;
- Design, plan, implement, and evaluate innovative curriculum and comprehensive professional development programs;
- Initiate, support, and scale educational innovations across multiple program areas;
- Leverage advanced student information systems and databases to access meaningful data and provide high-quality reports focused on student outcomes and strategic goals;
- Build and lead high-performing teams while fostering collaborative cultures;
- Resolve complex conflicts with positive results in a timely manner using restorative and mediation practices;
- Communicate effectively both orally and in writing for diverse audiences, including presenting to Boards, partners, state organizations,, and community groups;
- Work independently with minimal direction while managing multiple complex initiatives and meeting demanding schedules and timelines;
- Develop, plan, and monitor sophisticated budgets from multiple funding sources while ensuring strategic alignment;
- Supervise, manage, and develop personnel at multiple organizational levels;
- Think strategically while maintaining attention to operational details;
- Foster innovation while ensuring compliance with regulatory requirements.

### **EDUCATION AND EXPERIENCE:**

- Master's degree or equivalent from an accredited college or university in education, special education, educational leadership, or related field applicable to the position

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- Minimum of five (5) years of experience as a site and/or district office administrator with demonstrated success in educational innovation and program improvement
- Five or more years of teaching experience at the PK-12 level; Secondary and special education experience preferred
- Demonstrated experience in leading organizational change and innovation initiatives

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid Administrative Services Credential Required
- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

**WORKING CONDITIONS:** The characteristics described below 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.

- Indoor work environment, across multiple school sites

### **ENVIRONMENT:**

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Indoor and outdoor work environment
- Office environment: constant interruptions
- Outdoor environment: travel locally to visit sites, other organizations and companies, meetings, and workshops

### **PHYSICAL DEMANDS:**

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Read and analyze a variety of materials including reports, data, and compliance documents
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Exchange information and make presentations to diverse audiences
- Sit and stand for extended periods of time
- Travel between multiple work sites as needed

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- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone