

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

**Professional Expert Description
Senior Manager, Data Leadership and Innovation**

THE POSITION:

Under the direction of the Deputy Executive Director or designee, the Senior Manager (SM), Data Leadership and Innovation provides research and program support for the Instruction, Innovation, and Impact initiatives of the California Collaborative for Educational Excellence.

The Senior Manager conducts research, develops content and resources, and provides strategic guidance to advance LEAs' ability to implement coherent, balanced data and assessment systems that are aligned to their instructional goals and the State's academic priorities. The Senior Manager will be expected to prepare reports and presentations based on research and work with various partners, and make recommendations across a variety of internal and external projects.

This position works closely with internal staff, consultants, and with other statewide agency partners, including the State Board of Education, the California Department of Education, and the lead agencies to support various statewide initiatives; develops and leads cycles of data-based inquiry; builds and fosters positive working relationships; ensures effective dissemination of information and resources, and manages ongoing project development, evaluation, progress monitoring, and implementation activities.

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 Senior Manager job family, and:

- Provide leadership support and facilitation for learning networks, data academy courses, and other professional learning initiatives aimed at increasing individual and system capacity to effectively use assessment and other educational data to assess and improve student learning outcomes
- Lead the organizational research, development, and technical assistance capacity to support the development, implementation, and evaluation of balanced assessment systems to support student achievement and progress

- Lead cycles of inquiry analyses aligned with CCEE’s Theory of Action based on data for improvement implementation strategies and initiatives and collaborations with Local Educational Agency (LEA) team members and external partners in data collection, analysis, and reporting
- Develop and maintain organizational structures for the Center and organization, providing project management for assigned projects and initiatives
- Understand performance on the state and local indicators, including the California School Dashboard, and develop resources that can support the delivery of technical assistance and contributes to the state system of support
- Collaboratively work with CCEE leadership to strategize and execute instructional (CCEE) resources, professional learning, and training activities that support the capacity development of local educational agency personnel to improve pupil outcomes on the priorities reflected in the Local Control and Accountability Plan (LCAP)
- Build and foster long-term collaborative relationships with school districts, COEs, charter schools, statewide associations, and research organizations to build statewide capacity around the development, implementation, and evaluation of balanced assessment systems
- Perform 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:

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Master’s degree in Education, Public Policy, or a related area from an accredited college/university is required.

EXPERIENCE:

At least three years of professional experience in K-12 education, or other commensurate educational context is required.

KNOWLEDGE OF:

- Developing and monitoring accountability measures, such as state performance indicators and key performance indicators, and data dialogues
- Implementing systems and structures that allow for executing an instructional vision and strategic direction of curriculum, instruction, intervention, acceleration, and assessment to achieve rigorous learning and improvement initiatives
- Improvement Science methodologies and associated theory (e.g., organizational psychology, Deming’s System of Profound Knowledge, Carnegie’s Six Principles, Total Quality Management)

- Applying continuous improvement cycles utilizing data, and coaching strategies to support the use of improvement science practices with school and district leaders at all levels
- Evaluating and developing reports for demonstrating the progress of implementing instructional and other educational best practices that leads to improvement in student outcomes
- 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 Statewide System of Support
- Current technologies, both software and hardware, used for preparation and deliverance of presentations
- Research-based strategies for teaching and learning
- Correct usage of English composition, grammar, spelling, and vocabulary in both written and verbal communications
- Basic budgetary practices

SKILLS AND ABILITY:

PROJECT MANAGEMENT

- Learn and apply CCEE's administrative regulations, policies and procedures, Board policies, and California Education Code related to the CCEE
- Effectively plan, develop, administer, implement, and evaluate activities and programs related to assignment
- Manage multiple projects, including establishing and meeting project deadlines and ensuring that internal and external teams and partners successfully complete projects and activities
- Analyze issues, create plans of action, and reach appropriate and effective solutions
- Create and maintain project documentation for internal and external purposes
- Develop and monitor program budgets

STAKEHOLDER SUPPORT AND FACILITATIONS

- Develop and implement 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 office personnel, and other agency personnel
- Develop and implement agendas, meeting facilitation guides, and presentations
- Coordinate, schedule, and facilitate large, cross-agency meetings with statewide agency partners and lead agencies both in-person and virtually

OTHER

- Perform professional level tasks with a need to frequently upgrade skills in order to meet changing job conditions
- Communicate effectively both orally and in writing
- 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 25 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.