

JOB DESCRIPTION
San Diego County Office of Education

DIRECTOR, STUDENT SERVICES AND PROGRAMS

Purpose Statement

The Director, Student Services and Programs, is responsible for providing leadership and operational support with the organization and management of programs and initiatives, ensuring effective communication, consistency, and collaboration among departments within the Student Services and Programs division; provides direction and oversight of grant management and serves as a resource to other County Office departments on grant-related activities; monitors organizational priorities and alignment of grant opportunities with the SDCOE mission and goals.

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

- Creates, implements, and manages opportunities to create a sense of belonging within the division.
- Plans, leads, and facilitates meetings, workshops, and seminars for the purpose of building capacity around organization and division goals and initiatives.
- Collaborates with departments to seek opportunities to align and elevate assets in support of organizational and division wide goals.
- Assesses specific needs for professional learning by researching materials relevant to building capacity to accomplish division wide goals.
- Facilitates the development and implementation of professional learning activities.
- Serves as a representative of SDCOE in various meetings, workshops, and seminars at the county and state level for the purpose of conveying and/or gathering information required to support County Office goals and initiatives.
- Participates on and provides support to a variety of advisory and other county, regional and state committees; serves as a member of assigned teams.
- Develops and maintains partnerships with a wide variety of public and private agencies (San Diego County agencies, interagency collaborative, courts, law enforcement, community-based organizations, colleges, etc.) to support the overall well-being of students, coordinate activities and programs, exchange information, and maintain positive communication.
- Monitors program needs based on the analysis of appropriate data and recommends changes

accordingly.

- Directs, manages, and supervises staff with the development and submission of grant applications and opportunities based on the County Office's needs in support of the strategic goals and to assist realizing the shared vision.
- Provides oversight for the process of research and preparation of SDCOE grant proposals and serves as a resource to other departments within the organization in grant-related activities.
- Collects, analyzes, and communicates the annual financial impact of grant awards for the organization.
- Acts as a liaison between the County Office and other agencies for the purpose of facilitating access to resources concerning underserved students.
- Prepares and administers contracts and amendments as needed.
- Directs, trains, and supervises assigned staff for the purpose of evaluating performance and ensuring necessary department/program outcomes are achieved in a timely and efficient manner.

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;

Adult learning theory;

Federal, state, and local regulations for grant funded positions;

Best practices to support development of relevant professional learning in both large and small group settings;

Basic understanding of the impact of poverty on children and families in San Diego County;

Concepts, principles, and practices of grant development, writing, and acquisition;

Resource development;

Budget development and fiscal analysis;

Project management;

Application of computer systems for budget, grant funding and development;

Grant and/or contract management and implementation;

Principles of leadership and management at a directorial level within an educational setting.

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;

Encourage and support adults in their own professional growth;

Work with diverse stakeholders, including educators, administrators, and community partners;

Manage budgets and resources;

Engage in continuous learning to stay abreast of emerging trends in education and leadership;

Measure the effectiveness of professional learning initiatives and make data driven recommendations for improvement;

Direct and supervise staff, ensuring high performance and achievement of departmental and program outcomes;

Independently problem solve, analyze data, interpret guidelines, and create action plans;

Communicate effectively orally and in writing;
Establish and maintain effective working relationships;
Meet deadlines and schedules;
Work with multiple projects, frequent interruptions, and changing work priorities.

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.

Occasional travel is required in conducting course of business statewide, regionally, and locally.

Education and Experience

Education: Master's degree in education, educational leadership, business, public administration, finance or related field.

Experience: Five (5) years of progressively responsible experience in school administration, organizational leadership and/or business operations, including two (2) years of experience in a supervisory capacity. Experience must include direct grant research, writing and evaluation, budgets, and managing multiple projects. Experience working with K-12 schools and districts, including alternative education programs, is preferred.

Equivalency: A combination of education and experience equivalent to a master's degree in education, educational leadership, business, public administration, finance, or related field, and five (5) years of progressively responsible experience in school administration, organizational leadership and/or business operations, including two (2) years of experience in a supervisory capacity. Experience must include direct grant research, writing and evaluation, budgets, and managing multiple projects. Experience working with K-12 schools and districts, including alternative education programs, is preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

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: Classified Management Grade 050

Personnel Commission Approval: Feb 21, 2024

Revised: n/a