

JOB DESCRIPTION
San Diego County Office of Education

SENIOR DIRECTOR, STRATEGIC PROJECTS

Purpose Statement:

The Senior Director, Strategic Projects is responsible for directing, implementing and leading the strategic and tactical initiatives that advance the mission and operations of the San Diego County of Education (SDCOE) and ensuring alignment across departments, facilitates communication and coordination on behalf of the Chief of Staff, manages special projects and priorities, serves as a trusted advisor, and liaison to support overall organizational effectiveness and responsiveness.

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:

- Assists the Chief of Staff in implementing superintendent priorities, goals, vision, and policies; monitors and analyzes progress toward strategic objectives; and supports and coordinates strategic initiatives and cross-functional projects to improve organizational effectiveness, promote equity, and increase operational efficiency.
- Directs and conducts organizational, operational, and strategic analyses; researches trends, performance metrics, risks, and opportunities; and provides expert consultation and data-driven recommendations to inform executive decision-making on complex organizational, operational, and policy matters.
- Facilitates communication and coordination across departments to ensure consistent implementation of strategic initiatives and alignment with organizational priorities.
- Monitors project milestones, deadlines, and deliverables to ensure alignment with executive directives and strategic objectives.
- Serves as a liaison to promote cross-departmental collaboration, resolve operational barriers, and enhance service integration.
- Directs and manages high-priority, cross-functional initiatives and special projects, including research, planning, stakeholder engagement, and performance reporting.

- Coordinates and/or oversees the scheduling of strategic events, meetings, and other requests to balance and address key institutional objectives.
- Anticipates, identifies, and troubleshoots emerging issues of significance; exercises discretion to provide timely recommendations and updates to executive leadership and key stakeholders.
- Develops and facilitates communications, presentations, and policy documents; ensures consistent messaging and alignment with SDCOE's strategic plan.
- Builds and maintains collaborative relationships with internal departments, local educational agencies, community organizations, advocacy groups and external partners to advance strategic initiatives.
- Assists in monitoring legislative and regulatory developments and supports policy updates in collaboration with SDCOE leadership.
- Directs financial and budget-related functions associated with assigned initiatives and departments, including cost analyses, financial projections, reporting, fundraising support, and evaluation of fiscal practices.
- Represents the Chief of Staff and SDCOE in meetings, committees, and working groups as needed.
- Performs personnel administrative functions (e.g., interviewing, hiring, training, supervising, evaluating, providing professional development, etc.) to maintain adequate staffing, enhance personnel productivity, and achieve assigned objectives within budget.

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;
 Principles of organizational development and design;
 Pertinent laws, codes, policies, and/or regulations;
 Adult learning theory;
 Strategic planning processes and methodologies;
 Problem-solving methods and analytical techniques;
 Project management and organizational techniques;
 Budget preparation and control;
 Personnel processes and practices;
 County Office programs and operations.

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;

Analyze complex issues independently and develop effective action plans;

Interpret, apply, and explain applicable laws, rules and regulations;

Communicate clearly and effectively both orally and in writing;

Work effectively both independently and as part of a team;

Build strong relationships and collaborative across departments and diverse teams;

Commitment to equity, inclusion, and continuous improvement;

Meet deadlines and schedules;

Work with multiple projects, frequent interruptions, and changing work priorities;

Plan, track, and monitor large scale projects to ensure achievement of organizational objectives.

Education and Experience:

Education: Bachelor's degree in business administration, public administration, organizational leadership or related field; and

Experience: Five (5) years of increasingly responsible experience in leading and implementing strategic planning and tactical initiatives within an educational, public, or governmental organization, including experience in organizational design, strategic operations, service delivery, and special projects. County office of education or school district-level experience is preferred. Must include experience in supervising and evaluating staff; or

Equivalency: A combination of education and/or experience equivalent to a bachelor's degree in business administration, public administration, organizational leadership or related field; and five (5) years of increasingly responsible experience in leading and implementing strategic planning and tactical initiatives within an educational, public, or governmental organization, including experience in organizational design, strategic operations, service delivery, and special projects. County office of education or school district-level experience is preferred. Must include experience in supervising and evaluating staff;

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.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA State: Exempt

Salary Grade: Classified Management, Grade 053

Personnel Commission Approved: Feb. 18, 2026