

JOB DESCRIPTION
Certificated Management
San Diego County Office of Education

SENIOR DIRECTOR, STUDENT SERVICES AND PROGRAM

Purpose Statement:

Under administrative direction, the Senior Director, Student Services and Programs, provides strategic leadership, direction, and oversight of student services and related programs, including both instructional and non-instructional support. This position is responsible for planning, developing, implementing, and evaluating comprehensive programs that support student success, school climate, and equitable access to services. The Senior Director leads large-scale initiatives, supervises assigned administrators and staff, and collaborates with internal and external stakeholders to advance SDCOE goals and improve student outcomes.

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 visionary leadership and strategic direction for Student Services and Programs to ensure alignment with organizational goals and priorities.
- Directs the development, implementation, and evaluation of programs and services supporting student engagement, well-being, and academic success.
- Oversees and ensures compliance with federal, state, and local laws, regulations, and policies related to student services programs.
- Leads and supervises administrators and staff, including hiring, coaching, evaluating performance, and supporting professional growth.
- Develops and monitors budgets for programs and initiatives, ensuring fiscal accountability and alignment with strategic priorities.
- Analyzes local, state, and national data related to student outcomes, school climate, and program effectiveness to inform decision-making.
- Establishes and maintains partnerships with school districts, community agencies, and other stakeholders to enhance service delivery and access to resources.

- Serves as a liaison between the County Office of Education and external agencies to coordinate services for underserved and special populations.
- Leads cross-functional initiatives and special projects to improve student services systems and outcomes.
- Advises executive leadership on policy development, program improvements, and emerging trends impacting student services.
- Plans and facilitates meetings, professional development, and workshops for administrators, staff, and stakeholders.
- Oversees contract development, negotiation, and administration related to program services.
- Ensures continuous improvement through program evaluation, stakeholder feedback, and implementation of best practices.

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;
 Principles and practices of educational leadership and administration
 Student services programs and frameworks
 Federal, state, and local laws and regulations impacting K–12 education
 Organizational development and change management
 Special Education law and best practices
 Equity-focused practices and culturally responsive systems

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;
 Provide leadership across complex organizational systems
 Analyze data and develop actionable strategies
 Build and maintain effective partnerships with diverse stakeholders
 Communicate effectively both orally and in writing
 Manage multiple priorities and initiatives in a dynamic environment
 Lead and supervise staff with a focus on accountability and growth
 Develop and implement policies, procedures, and programs
 Exercise sound judgment and decision-making

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

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: Master’s degree in education, educational leadership, or a related field; and

Experience: Five (5) years of increasingly responsible experience in educational leadership, including experience in student services, program administration, or related areas. Experience must include supervision of staff and leadership of programs or initiatives at a school, district, or county level. Experience working with K–12 schools and districts, including alternative education programs, is highly desirable; or

Equivalency: A combination of education and/or experience equivalent to a master’s degree and five (5) years of increasingly responsible experience in educational leadership, including experience in student services, program administration, or related areas. Experience must include supervision of staff and leadership of programs or initiatives at a school, district, or county level. Experience working with K–12 schools and districts, including alternative education programs, is highly desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver’s License
CA Administrative Services Credential

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Approval Date: May 13, 2026

Approved by: 

Don Ogden, assistant superintendent
Human Resource Services