DIRECTOR (1)

Definition

Provide professional leadership, management, and administrative oversight for a County Office program and, as assigned, program serving other counties. Establish program goals, objectives, priorities, and operational direction; and oversee the delivery of services provided to school districts and charter organizations served by the County Office.

Under the direction of an Assistant Superintendent and County Superintendent, provide effective, equity-centered leadership that advances diversity, equity, inclusion, and belonging across all areas of responsibility. Ensure these principles are reflected in educational programs, services, organizational practices, and both quantitative and qualitative student outcomes. Perform related duties as assigned.

Supervision Received and Exercised

General and specific administrative direction is provided by the Assistant Superintendent(s). The Director may be responsible for the supervision and evaluation of assigned certificated and classified staff.

Distinguishing Characteristics

- In collaboration with the Assistant Superintendent, provides leadership and administrative oversight for a program and services within the County Office and at the regional or state level, as assigned.
- Advises on and contributes to decisions of significant impact regarding the organization, administration, management, and strategic direction of assigned service areas, including the development of short- and long-term goals and priorities.
- Directs the implementation and operation of assigned program.
- Collaborates with the Assistant Superintendent and other leaders to develop, plan, and implement initiatives; communicate and support organizational decisions; and ensure effective coordination of services and operations.

Examples of Duties and Responsibilities

Duties and Responsibilities may include, but are not limited to, the following:

- Represent the County Office and County Superintendent with professionalism, integrity, and a commitment to the organization's mission, vision, and values.
- Provide equity-centered and inclusive leadership in the development, implementation, and evaluation of programmatic goals, policies, programs, services, and procedures.
- Translate the County Office's educational vision, goals, and priorities into an effective program and provide service that support student success and improve outcomes.
- Ensure compliance with applicable federal, state, and local laws, regulations, policies, and procedures.

- Participate in the development, administration, and monitoring of departmental budgets, resource allocation, and service delivery priorities.
- Foster a culture of inclusion, belonging, collaboration, and continuous improvement through effective personnel practices and organizational leadership.
- Support school districts, charter schools, and other educational partners in implementing educational initiatives, programs, and state-mandated requirements.
- Develop and maintain collaborative partnerships with school districts, government agencies, community organizations, and business partners.
- Coordinate and align efforts across departments and programs to advance County Office priorities and improve organizational effectiveness.
- Establish and maintain effective systems for records management, reporting, and program accountability.
- Remain informed of emerging trends, research, legislation, and best practices and apply this knowledge to improve programs and services.
- Prepare, review, and oversee reports, communications, presentations, and other official County Office documents.
- Identify opportunities for innovation, program development, operational efficiencies, and service improvements.
- Plan, implement, monitor, and evaluate programs and services to ensure effectiveness, equity, and fiscal responsibility.
- Research and analyze administrative, operational, and fiscal issues; develop and implement appropriate solutions.
- Represent the County Office in meetings with local, regional, state, and federal agencies, organizations, and stakeholders.
- May select, train, supervise, support, and evaluate assigned staff.
- Lead and support organizational improvement and educational change initiatives.
- Perform other duties as assigned.

Employment Standards

Knowledge of:

- Federal and state laws, regulations, Education Code provisions, Board policies, administrative regulations, and collective bargaining agreements related to assigned areas of responsibility.
- Principles and practices of organizational leadership and management, including personnel administration, strategic planning, organizational development, budgeting, labor relations, purchasing, and information systems.
- Funding sources for educational programs and the associated requirements, regulations, fiscal controls, compliance expectations, and reporting procedures.

Practice the following:

- Respond promptly, effectively, and professionally to the needs of internal and external partners by providing leadership, guidance, resources, training, and support.
- Communicate clearly and effectively, both orally and in writing, adapting messages to diverse audiences and stakeholders.
- Effectively present professional learning, communities of practice, and public meetings that engage participants, build understanding, and support organizational goals.
- Establish and maintain collaborative, productive, and professional relationships with staff,

educational partners, community organizations, and public agencies.

- Inspire, support, and guide individuals and teams in the continuous improvement of educational programs and services.
- Analyze complex data and situations; exercise sound judgment; make informed decisions; and solve problems with an equity-centered approach.
- Develop, monitor, and manage budgets; anticipate fiscal needs and allocate resources effectively.
- Plan, organize, facilitate, and evaluate professional learning, meetings, conferences, projects, and other educational initiatives.
- Oversee the effective operation of assigned programs, services, and facilities while maintaining safe, supportive, and inclusive learning and working environments.
- Lead a program and/or initiative; establish priorities, maintain high standards, and support continuous improvement.
- Support the recruitment, supervision, development, and evaluation of staff; provide coaching, feedback, and support to achieve program goals and objectives.

Technology Skills

- Utilize technology tools and information systems to support communication, collaboration, data analysis, project management, program evaluation, and operational effectiveness.
- Demonstrate proficiency in productivity software, including word processing, spreadsheets, presentations, databases, email, and cloud-based collaboration platforms.
- Use student information systems, data dashboards, and reporting tools to analyze data, monitor outcomes, and inform decision-making.
- Utilize internet-based resources, research tools, and emerging technologies to support organizational goals, educational programs, and continuous improvement.
- Maintain appropriate data privacy, confidentiality, cybersecurity, and copyright practices in the use of technology and information systems.

Education and Experience

Education:

- Master's Degree from an accredited institution of higher education is required.

Experience:

- Management positions with progressively increasing responsibility and professional experience in the field of education.
- Staff development and/or in-service training experience.
- Supervision of school site, district, and/or county office program operations and activities, including the supervision of certificated and classified staff. This must include serving in an administrative position with primary responsibility of a school site or program specifically designed to serve students.

Credentials:

- Appropriate valid California Teaching Credential or Pupil Personnel Services and Administrative Services Credential.

Physical Abilities:

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.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections, and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records check must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.
- A mandatory employment disclose by all former employers for the AB2534 must be completed prior to employment.

Other:

- Revised: June 2026
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services