DIRECTOR (2 -SCHOOL SITE)

Definition

Provide professional leadership, management, and administrative oversight for one or more County Office operated school programs and, as assigned, programs serving other counties. Establish program goals, objectives, priorities, and operational direction; supervise and evaluate certificated and classified staff; coordinate services with partner organizations; and oversee the delivery of services provided to students, families, caregivers.

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 shall 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 school programs and services within the County, 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 programs through coordination and management of program leads and support staff.
- 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, values, and strategic priorities.
- Provide equity-centered, trauma-informed leadership in the development, implementation, and evaluation of programs, services, policies, and procedures that support positive outcomes for students, families, and educational partners.
- Foster a culture of inclusion, belonging, collaboration, continuous improvement, and high expectations among students, staff, and educational partners.

- Lead, coordinate, and evaluate instructional programs, curriculum, instruction, assessment systems, and student support services using data-informed decision-making processes.
- Provide administrative leadership for Court and Community Schools, Alternative Education programs, independent study programs, and other assigned County Office initiatives.
- Develop, implement, and monitor programs and services designed to meet the educational, social-emotional, behavioral, college, career, and transition needs of students.
- Develop and maintain strong partnerships with school districts, charter schools, probation, social services, workforce development agencies, colleges, community-based organizations, and other local, regional, and state partners.
- Collaborate with educational partners to implement state and federal initiatives, improve student outcomes, and expand access to equitable educational opportunities.
- Develop and support comprehensive college and career readiness pathways, including academic planning, credit recovery, career technical education, work-based learning, dual enrollment, and postsecondary transition services.
- Direct, supervise, support, develop, and evaluate certificated and classified staff; recruit, hire, train, coach, and mentor employees to promote professional growth and organizational effectiveness.
- Plan and facilitate professional learning, coaching, staff development, and organizational improvement initiatives.
- Plan, direct, and oversee daily program and school operations, including scheduling, communication, student services, safety, facilities, and operational effectiveness.
- Participate in the development, administration, and monitoring of budgets, resource allocation, grants, facilities, and other business and operational functions to ensure effective and equitable service delivery.
- Ensure compliance with applicable federal, state, and local laws, regulations, Board policies, administrative regulations, and program requirements.
- Interpret and monitor legislation, regulations, and policy changes affecting assigned programs and services.
- Coordinate the County School Attendance Review Board (SARB) and support countywide efforts to improve student attendance, engagement, and educational outcomes.
- Prepare, review, and oversee reports, plans, presentations, communications, accountability documents, and compliance reports, including those related to accreditation, school improvement, safety, and state accountability systems.
- Establish and maintain effective systems for program evaluation, records management, reporting, accountability, and continuous improvement.
- Research, analyze, and resolve administrative, operational, fiscal, and programmatic issues; identify opportunities for innovation, efficiency, and service enhancement.
- Represent the County Office at local, regional, state, and national meetings, committees, workgroups, and professional organizations.
- Lead and support organizational change efforts and strategic initiatives that advance County Office priorities and improve student outcomes.
- Perform related 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:

- Demonstrate effective leadership in developing and sustaining a collaborative, equity-centered professional learning community focused on student success, continuous improvement, and organizational effectiveness.
- Build and maintain productive relationships with staff, families, school districts, community organizations, government agencies, colleges, and other educational partners.
- Communicate clearly, effectively, and professionally, both orally and in writing, adapting messages to diverse audiences and preparing reports, plans, presentations, and other communications that support organizational goals and priorities.
- Respond promptly and effectively to the needs of internal and external partners by providing leadership, guidance, resources, training, and support.
- Analyze student, programmatic, operational, and fiscal data to inform decision-making, evaluate effectiveness, and improve outcomes.
- Exercise sound judgment, initiative, discretion, and problem-solving skills when addressing complex, sensitive, or confidential matters.
- Demonstrate empathy, professionalism, cultural responsiveness, and conflict-resolution skills while maintaining high expectations and ensuring equitable implementation of policies, procedures, and practices.
- Plan, organize, facilitate, and evaluate professional learning, staff development, meetings, conferences, projects, and other educational initiatives.
- Develop, administer, and monitor budgets; anticipate resource needs; and allocate resources effectively and equitably.
- Oversee the effective operation of programs, services, facilities, and organizational systems while maintaining safe, supportive, and inclusive learning and working environments.
- Lead multiple programs, initiatives, and projects simultaneously; establish priorities, maintain high standards, and support continuous improvement.
- Recruit, supervise, develop, support, and evaluate staff to promote professional growth and achievement of 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