

# MONTEREY COUNTY OFFICE OF EDUCATION

## SENIOR DIRECTOR EDUCATIONAL SERVICES

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 81  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent of Educational Services, the Senior Director of Educational Services is responsible for planning, organizing, and directing the Educational Services department in coordinating the scope of support to districts in systems of sustainable school improvements to support student achievement and to fulfill the vision and mission of the Monterey County Office of Education (MCOE) and the Educational Services Division; assisting the Educational Services department in facilitating, coaching, consulting and managing various activities and assigned programs and functional areas; serving as assigned lead on the Educational Services team.

### **SUPERVISOR:**

Assistant Superintendent of Educational Services

### **POSITION(S) SUPERVISED:**

Management, certificated and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Support, plan, organize, coordinate and conduct professional learning programs to assure instructional/administrative effectiveness, educational services, school improvement and student achievement to fulfill the vision and mission of the Monterey County Office of Education and the Educational Services Division
- Develop, within MCOE, a response team skilled in building school and site based leadership capacity
- Serve as assigned lead on Educational Services team, provide leadership assistance and support to staff regarding the development and implementation of effective educational programs; assist in providing technical assistance in the transition to the Common Core
- Assist and support District's and local agencies in the process of planning, coordinating and evaluating educational programs and professional development trainings; advise and assist MCOE school districts in the utilization of instructional materials, organizational processes; develop, monitor and review program

goals and objectives at County and District levels

- Guide the county in transformational leadership in supporting districts in school improvement through the Regional System of District and School Support
- Foster collaborative partnerships between and among educational, business and community groups and organizations; promote multilingual and multicultural learning environments
- Monitor the annual preliminary budget; analyze and review budgetary and financial data
- Direct the preparation and maintenance of a variety of narrative and statistical local, state and federal reports, records and files related to department and assigned activities
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; consult with districts, schools, local and regional stakeholders
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work
- Attend a variety of meetings and conferences; develop, organize and conduct professional development trainings and orientations as assigned; facilitate meetings with program participants
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative regulations

### **OTHER DUTIES:**

Performs other job-related duties as required

### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience:**

- Master's degree from an accredited college or university with major course work in education
- Five (5) years administrative with categorical programs, projects, activities and services
- Five (5) years of public school teaching experience

#### **Knowledge of:**

- Planning, organization, coordination and implementation of professional learning for the Educational Services Department
- National and state education initiatives including the Common Core State Standards

- State guidelines and requirements concerning education and instructional programs
- Practices and principals of training, consulting and presenting
- Applicable laws, codes, regulations, policies and procedures
- Report writing and budget review techniques
- Current administrative operation of California Public Schools
- Curriculum design, planning, development, implementation and data-driven instruction
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a variety of office equipment, a computer and assigned software
- Public speaking techniques

**Skills and Abilities:**

- Ability to work in a team environment while demonstrating the ability to solve problems independently
- Plan, organize and conduct professional development trainings and presentations
- Provide coaching and consultation to staff
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Prepare comprehensive narrative and statistical reports
- Prepare and deliver oral presentations
- Build strong, collaborative relationships
- Work independently with little direction
- Maintain records
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office equipment, a computer and assigned software
- Plan and organize work
- Prepare records and reports related to assigned activities

**Desirable Qualifications:**

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- California Administrative Services Credential
- California Driver's License with evidence of insurability