

MONTEREY COUNTY OFFICE OF EDUCATION

SENIOR DIRECTOR INNOVATION AND STRATEGIC IMPROVEMENT EDUCATIONAL SERVICES

CLASSIFICATION: Certificated Management
SALARY LEVEL: 84
WORK YEAR: 225

DEFINITION:

Under the direction of the Assistant Superintendent of Educational Services, the Senior Director of Innovation and Strategic Improvement is responsible for designing and organizing systems of sustainable school improvement and directing differentiated assistance for all districts through California's new integrated support model. The Senior Director of Innovation and Strategic Improvement facilitates curriculum and leadership development, analyzes achievement data at the county and district levels and guides necessary change to achieve transformative teaching and learning practices and equitable solutions for college and career readiness. This position works collaboratively with school and district leaders to build capacity through a culture of equity and growth and fulfill the vision and mission of the Monterey County Office of Education.

SUPERVISOR:

Assistant Superintendent of Educational Services

POSITION(S) SUPERVISED:

Management, certificated and classified staff as 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:

- Provide innovative and strategic leadership in planning, delivering and evaluating professional learning programs to assure instructional effectiveness, strategic improvement and student success
- 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. Facilitate differentiated assistance to strengthen the transition to California's new systems of accountability and support
- Assist and support districts and local agencies in the process of planning, coordinating and evaluating

Multi-Tiered Systems of Support and foster leadership to accelerate district systems components

- Advise and assist school districts in growing transformational leadership, creating a collaborative culture and developing innovator methods and mindsets
- Foster collaborative partnerships between and among educational, business and community groups and organizations; promote multilingual and multicultural learning environments
- Develop and 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
- 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
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work

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 or related field
- Five (5) years of administrative experience leading school and district improvement
- 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 and federal guidelines and requirements concerning accountability and instructional programs

- Practices and principles of training, consulting and presenting
- Applicable laws, codes, regulations, policies and procedures
- Developing written reports and evaluating budget components
- Current administrative operation of California Public Schools
- Curriculum design, planning, development, implementation and data-driven instruction

Skills and Abilities:

- Ability to work in a team environment while demonstrating the ability to solve problems independently
- Record of accomplishments as an effective instructional and organizational leader
- Innovative approach to program development and implementation
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Prepare comprehensive narrative and data 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

Licenses and Certifications:

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

Desirable Qualifications:

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

Revised: 3.19.18; 07.25.18