

**DIRECTOR OF INNOVATION AND PARTNERSHIPS,
EDUCATIONAL SUPPORT SERVICES**

Definition:

This position supports the Instructional Services Division's focus towards leading schools and districts into deep implementation of 21st Century Skills as they transition to the Common Core Standards (CCS), and our firm commitment to continuing community partnerships within Sonoma County. This position will be responsible for connecting with community groups and representing the Instructional Division in county-wide initiatives such as Cradle to Career. This position will also be a source of resources and guidance to the Educational Support Services department staff in the integration of 21st Century Skills into all applicable services within the department.

Distinguishing Characteristics:

- The successful candidate is passionate about 21st Century Learning and embracing of innovation in the work place.
- Demonstrates a deep understanding of the Common Core Standards and 21st Century Skills.
- Has a strong background in community initiatives.
- Works well with groups and organizations outside of education.
- Has superb collaboration skills.
- Demonstrates a sense of humor and love of learning.
- Has demonstrated initiative and innovation in previously held positions.
- Is self-directed; wants to be a part of a collaborative, innovative team.

Supervision Received and Exercised:

This position is supervised by the Director of Educational Support Services.

Examples of Duties and Responsibilities:

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

- Collaborate with department content experts, subject matter project staff, and College and Career Readiness Services Department staff to develop examples and resources for integration of 21st Century Skills in the classroom and in educational systems.
- Develop and present overview for variety of stakeholders (districts and school level leadership; community groups; teacher groups).
- Attend and participate in community stakeholder meetings in order to further the goals of community initiatives.
- Seek, filter, coordinate, and share information and resources regarding 21st Century Skills with members of the Instructional Services Division, superintendents, principals, and teachers.
- Develop, coordinate, and provide presentations on how to develop a 21st Century system of education.
- Collaborate closely with content specialists in ELA, EL, Mathematics, and Director of Technology for Learning in the Instructional Services Division in order to integrate 21st Century Skills.
- Partner with the College and Career Readiness Services Department to incorporate 21st Century Skills in career development programs.
- Provide leadership and recommendations regarding collaboration with community stakeholder groups.
- Act as a key contributor in the design and implementation of the 21st Century Skills Institute.
- Participate in County Office staff meetings by attending regularly, initiating relevant agenda items, and sharing ideas and opinions as appropriate.
- Develop personal goals and objectives that support and are consistent with the goals of the Superintendent and the County Office.
- Establish and maintain clear communication and cooperative working relationships with clients, staff, and other agencies.
- Maintain professional competencies in areas of responsibility maintain contact with and participate in professional job-related organizations, and serve as a liaison to professional groups.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- 21st Century Skills (Partnership for 21st Century Skills).
- Systems change.
- Community-Based initiatives.
- Examples of effective implementation of 21st Century Skills in schools and districts both locally and nationally.
- Current research and best practices in cross-sector initiatives.
- Organizational culture.
- Adult learning theory and effective professional development practices, including effective design principles for professional development for adults.

Ability to:

- Synthesize large amounts of information.
- Adjust presentation style, content, level of specificity etc. for varying stakeholder groups.
- Collaborate closely and frequently with department members.
- Communicate effectively and in a timely manner.
- Take direction and adjust performance based on input from supervisor.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agency personnel.
- Analyze data and situation(s), render judgment, make decisions, and solve problems efficiently and effectively.
- Maintain and improve professional skills and knowledge.
- Self-direct.
- Be flexible and embracing of change.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelors Degree from an accredited college or university with an emphasis in education or closely related field.

Experience:

- Participation in Community-wide Initiatives.
- Developing and providing Professional Development in 21st Century Skills.

Credentials:

- A valid California Teaching Credential and Administrative Services Credential.

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 records check must be received by SCOE, 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.