Managing Director, Educational Support Services

Definition:
The position is responsible for the leading the coordination of the work of the Educational Support Services (ESS) department to foster coherence across the various types of support provided to Local Educational Agencies (LEAs) across the county; provides leadership in the development and facilitation of systems-level learning and support for Sonoma County schools and districts as part of a continuous improvement process; coordinates systems level support, content support and partnerships in support of district priorities; works in collaboration with Administration, Business Services, Human Resources, Special Education and Behavioral Health Support Services, and SELPA to provide a coherent and coordinated system of support for LEAs; oversees and coordinates the County Office’s required review of each district’s LCAP in collaboration with Business Services; and collaborates within the department and division on innovative projects.

Distinguishing Characteristics:
The successful candidate:
- Demonstrates leadership skills in developing individual and team capacity.
- Demonstrates commitment to and an ability to build a collaborative team.
- Values the goal of working in partnership to support school districts.
- Is skilled in facilitating generative dialog with a variety of stakeholder groups focused on improving holistic systems in support of student needs.
- Possesses a deep understanding of best practices for continuous improvement process.
- Demonstrates a deep understanding of the K-12 California Standards as well as 21st Century learning outcomes.
- Understands district-level budgeting and planning for resources.
- Connects easily with district- and county-level leaders.
- Is a skilled communicator and facilitator with a variety of stakeholder groups.
- Demonstrates a deep understanding of adult learning theory and an ability to design and facilitate transformative learning experiences for adult learners.
- Has excellent collaboration and communication skills.
- Values innovation in the workplace.
- Demonstrates a sense of humor and love of learning.
- Is self-directed, adaptable, and flexible
- Has a strong professional background.
- Has demonstrated initiative and innovation in previous positions.

Supervision Received and Exercised:
This position is supervised by the Deputy Superintendent of Instructional Services. The director may supervise and evaluate professional, clerical, and technical personnel as assigned.

Examples of Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:
• Provide leadership for the Educational Support Services team, including the coordination of the work of the Directors of Continuous Improvement, content managers, and classified support staff. Develops protocols for internal coordination within Educational Support Services and across the county office organization to ensure a coherent system of support to districts.

• Serve as a key representative to the external agencies, community-based organizations, industry partners, California Department of Education and California Collaborative for Educational Excellence as it relates to the development of a coherent system of support to districts across the county.

• Provide leadership in the coordination and implementation of county office programs and activities to support schools and districts in all aspects of continuous school and district improvement, including differentiated support (technical assistance).

• Collaborate with the Deputy Superintendent of Instructional Services, Deputy Superintendent of Business Services, and Director of External Fiscal Services to coordinate training and support to districts in the development, implementation and monitoring of LCAPs and other related services to districts.

• In collaboration with other directors and analysts, serve as a resource to district and site administrators in the development, implementation, and monitoring of Local Control and Accountability Plans.

• Facilitates continuous improvement processes and community engagement processes with a variety of stakeholders (district- and school-level leadership, community groups, local board groups, etc.).

• Work collaboratively with Directors and Managers within the department to share best practices and develop creative and innovative approaches in support of teachers and administrators.

• Assist district and site administrators in the implementation of California Content Standards, including but not limited to, ELA, ELD standards, Mathematics, History/Social Science and Next Generation Science Standards.

• Prepare reports, develop and administer budgets, and monitor expenses.

• Participate in the planning and co-facilitation of department or divisional staff meetings by proactively identifying issues that attention, needs of district partners, and coordination of the work of the ESS team.

• Develop personal goals and objectives that are consistent with and support the goals of the Superintendent and County Office.

• Establish and maintain clear communication and cooperative working relationships with clients, staff, other agencies, regional and state administrators through announcements, letters, newsletters, publications, telephone communication, attendance at meetings, and site visits.

• 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.

• Creates and produces written materials used for internal and external purposes, including website content, ensuring documents are accessible according to the Americans with Disabilities Act.

• Perform other related duties as assigned.

Employment Standards:

Knowledge of:

- Systems thinking and leadership as evidenced by prior professional experiences.
- Current information and guidance on California state policies, such as LCAP.
- Role of county offices in the LCAP process and statewide system of support.
- Stakeholder engagement strategies.
- Effective pedagogical and assessment practices.
- California Content Standards in ELA/ELD and Mathematics.
- Next Generation Science Standards.
- Budget development and administration.
- Leadership development practices
- Adult learning theory and practices, including effective design principles for transformative learning experiences for adults.

**Ability to:**
- Synthesize large amounts of complex information and present it in a simple, coherent manner.
- Facilitate generative dialogues with diverse and broad range of stakeholders as well as develop consensus among stakeholders.
- Collaborate closely and frequently with department members.
- Connect ideas, practices, and resources between programs.
- Communicate effectively and in a timely manner with a wide variety of audiences and stakeholder groups by adjusting presentation style, content, level of specificity etc.
- Facilitate continuous improvement processes with district and school teams.
- Facilitate and coach individuals and teams to build capacity to implement instructional and leadership practices.
- 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 the audience.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agency personnel.
- Motivate, challenge, and coach others in the improvement of educational programs and county office services.
- Analyze data and situation(s), render judgment, make decisions, and solve problems efficiently and effectively.
- Develop and administer budget(s) related to area(s) of responsibility, anticipate revenue, expenditure needs, and changes.
- Assist in the selection, training, supervision, and evaluation of staff.
- Maintain and improve professional skills and knowledge.
- Be self-directed.
- Be flexible and embracing of change.

**Computer Skills:**
- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks and observe copyright regulations.
Education and Experience:
Any combination of education and experience below would likely provide the required knowledge and abilities.

Education:
● Masters Degree from an accredited college or university with an emphasis in education (preferred).
● Specialized training in related fields.

Experience:
● Six (6) or more years of directly related teaching and/or coaching experience in K-12 classrooms.
● Three (3) or more years as a district, county office, or program administrator (preferred).
● Two (2) or more years as a district-level administrator (preferred).
● Experience in leading or participating as a lead or team member on school, district, or regional projects or initiatives.

Credentials:
● Appropriate valid California Teaching Credential
● A valid California 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.
● May need to occasionally lift up to twenty (20) pounds and in excess of twenty (20) pounds with assistance.
● 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 checks must be received by the Sonoma County Office of Education, prior to employment.
- Proof of TB test will be required upon employment.
- Proof of COVID-19 vaccinations are 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.