

Sacramento County Office of Education Job Description
Classification Title:
Director, Strategic Initiatives

DEFINITION

Under general supervision, plans, organizes, and coordinates the priority initiatives of the Superintendent; establishes strategic partnerships with organizations within the county, region, and state; works with a variety of departments throughout the agency to support the implementation of priority initiatives; supervises and evaluates the performance of assigned personnel; and performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Sacramento County Superintendent of Schools

SUPERVISION OVER

Professional, Technical, and support personnel as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Serves in an advisory capacity and provides technical expertise, information, and assistance to the Superintendent, Board, and others regarding project status and related matters; builds and fosters long-term working relationships with organizations and stakeholders to establish communication and collaboration to enhance programs and services at the county, region, and state level; promotes and facilitates collaboration among organizations and departments within the agency; acts as a liaison between community partners and the Sacramento County Office of Education to coordinate and implement priority initiatives of the Superintendent and Board of Education; provides leadership and support in the design and implementation of initiatives focused on instructional practices, curriculum development, professional learning for educators, and technical assistance to districts; organizes and facilitates meetings with district representatives and other stakeholders related to initiatives of the Sacramento County Office of Education; initiates and develops proposals to engage potential partners for new projects on behalf of the Sacramento County Office of Education, including developing concepts; assists SCOE departments and special project groups to develop and design activities, local, regional and statewide professional learning models, publications, and other program deliverables; develops goals, action steps, and timelines for initiatives; compares bids and evaluates options; develops assessment and evaluation tools to measure student outcomes and program impact; analyzes project outcomes and prepares reports on findings; collects, reviews, and develops communication tools to disseminate information regarding initiatives and program offerings; supervises and evaluates the work of assigned certificated and classified staff; and maintains accurate expenditure reports associated with special projects.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential or Certificate of Eligibility. Progressively responsible experience in the direct administration and implementation of educational programs in county office(s) of education, medium or large sized school district(s), or other educational setting.

Knowledge of:

Knowledge of educational programs; principles and practices of project development, implementation, administration, and evaluation; effective strategies and methodologies in the development and implementation of curriculum, instructional programs, and assessment tools; principles of project management; practices and policies of county office programs; research methodology; standard software applications; effective leadership, facilitation, and goal-setting strategies; grant development, application, and administration; budgeting principles and processes.

Skill and Ability to:

Direct, organize, and supervise strategic initiatives and develop long and short-range goals and objectives; develop measurable goals and objectives, set priorities and evaluate progress toward achievement; initiate, coordinate, lead, and implement projects between County Office departments and agencies; develop and maintain positive working relationships with County Office and district personnel, and educational, business, and community agencies; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; communicate effectively in both oral and written forms; present ideas and concepts clearly and concisely to professionals, laypersons, both individually and in groups; understand and interpret to others complex laws, rules and regulations, and policies pertaining to programs and services; research, acquire and evaluate appropriate data for effective problem solving and/or decision making. Use standard software applications for technical writing, database management, and budget monitoring; effectively select, train, and supervise certificated and classified personnel; develop budgets and monitor expenditures.

Other Characteristics

Possession of a valid California driver's license; and willingness to travel within the county using own transportation to conduct work assignments and willingness to travel within the state as required.

6.2021