

Sacramento County Office of Education Job Description

Classification Title: Director, Strategic Projects

DEFINITION

Under general supervision, plans, organizes, coordinates, and directs the priority special projects of the Superintendent and Deputy Superintendent; supervises and evaluates the performance of assigned personnel: performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent

SUPERVISION OVER

Professional, technical, and clerical staff 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.)

Designs strategic plans to support organizational alignment and collaboration for large-scale initiatives including priority special projects of the Superintendent and Deputy Superintendent; serves in an advisory capacity and provides technical and content expertise in curriculum, instruction, assessment, and student program services to the Deputy Superintendent, Superintendent, Board, and others regarding project status and related matters; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of strategic plans; organizes and directs project coordination activities with programs/program directors and stakeholders; analyzes and monitors special projects and initiatives; develops relationships with outside agencies; attends and conducts a variety of meetings with county and district leaders, community agencies, government officials, stakeholders and others, as needed; directs and evaluates the performance of assigned staff; recommends proper organization structure for assigned programs and functions; directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities.

Develops curriculum, instruction, and assessment resources and materials; supports continuous improvement efforts for the purpose of improving student outcomes; assists county and district leadership teams to implement the California State Board adopted standards, research-based school improvement and content instructional practice; collaborates and provides leadership with SCOE programs relating to professional learning opportunities, technical assistance, and coaching to support districts and schools; attends state-level meetings and conferences related to state and federal educational programs; provides technical assistance and curriculum expertise in the development and implementation of county, district, and school-level programs and services to meet the needs of underserved student populations including English learners, and students with disabilities; develops grant proposals and contracts focused on curriculum and instruction, student wellness and other areas aligned with strategic priorities and supports implementation; provides counsel and guidance to departments related to program development, evaluation, and grant development; participates in fund and grant development; assists the Deputy Superintendent with the coordination of the evaluation and research function.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential and two years of successful administrative experience required; master's degree in education or related field from a regionally accredited institution preferred; desired experience includes supervision and evaluation of personnel, site and/or district administration working with cabinet-level staff, strategic planning and plan implementation, working with state and/or federal categorical programs, program review and evaluation, design and delivery of professional development, facilitation of meetings and community groups, development, administration, and monitoring of district or school wide programs to meet the needs of all students.

Knowledge of

Principles and practices of project development, implementation, administration, and evaluation; County Office policies, programs, initiatives, and operations; California Content standards and frameworks; effective strategies and methodologies in the development and implementation of curriculum , instructional programs, and assessment tools; federal and state educational policy issues; federal, state, and local political processes/concerns; applicable laws, codes, regulations, policies and procedures; research and evaluation design and procedures; grant development, application, and administration principles and practices of administration, supervision, and training; effective leadership, facilitation, and goal-setting strategies; operation of a computer and standard software applications.

Skill and Ability to

Plan, organize, coordinate, and direct the priority special projects of the Superintendent and Deputy Superintendent; plan, develop and implement initiatives focused on curriculum, instruction, and assessment to support school districts at the local, regional and state level; develop and implement grants; select, train, supervise, and evaluate the performance of certificated and classified staff; communicate effectively both orally and in writing ; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; present ideas and concepts clearly and concisely; interpret, apply and explain rules, regulations, policies and procedures; operate a computer ,assigned office equipment, and standard software applications; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; work independently with little direction; plan and organize work; prepare comprehensive narrative and statistical reports; direct the maintenance of a variety of reports, records, and files related to assigned activities.

Other Characteristics

Possession of valid California driver's license; provide own transportation and willingness to travel as needed.

6.8.2021