

EXECUTIVE DIRECTOR - EQUITY & SUPPORT SERVICES

Purpose Statement

The job of Executive Director – Equity & Support Services is done for the purpose/s of providing leadership and technical assistance to Yolo County Office of Education (YCOE) Curriculum & Instruction and Student Services department managers and Yolo County districts/schools; developing and facilitating systems level learning and support for Yolo County schools and districts as part of a continuous improvement process to ensure equity and access through the Local Control Accountability Plan (LCAP); leading the required review of each district's LCAP; facilitating and monitoring the Differentiated Assistance (DA) and the Multi-Tiered System of Support (MTSS) technical support to identified districts; providing technical assistance to YCOE and districts in the creation and implementation of their Comprehensive Support and Improvement (CSI) plans including the CSI section of the LCAP; collaborating within and across departments and divisions on innovative projects; directing and participating in the development and implementation of policies and operating procedures.

This job reports to Assigned Administrator.

Essential Functions

Collaborates with a wide variety of internal and external groups (e.g. department heads, administrators, superintendents, auditors, districts/schools, county government, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.

Develops the annual preliminary budget for assigned budget(s) (e.g. analyze and review budgetary and financial data, control and authorize expenditures in accordance with established limitations, etc.) for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed.

Directs and organizes the facilitation of activities and reports of the Differentiated Assistance for the purpose of coordinating assigned activities with other county office departments and outside agencies.

Facilitates and participates in meetings, workshops, trainings, and seminars (e.g. presentations; county office representative on various boards/councils, commissions or other group meetings; member of Superintendent's Cabinet, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Provides technical assistance for the county office and other county districts (e.g. California System of Support including Differentiated Assistance, LCAP, MTSS, ESSA federal processes, Comprehensive Support and Improvement, etc.) for teachers and administrators for the purpose of providing information on current trends, educational and regulatory changes and meeting professional growth requirements.

Provides technical expertise, information and assistance to the Superintendent or designee (e.g. formulation and development of policies, procedures and programs; identification of resource needs; establishment of appropriate service and staffing levels and allocate resources, etc.) for the purpose of developing and implementing services and programs and achieving operational goals.

Provides technical support and assistance to districts regarding the Differentiated Assistance process (e.g. analysis of data for student groups and subgroups in the California Accountability Dashboard; development, review and approval of the LCAP; and LCFF funding, etc.) for the purpose of improving student academic achievement.

Responds to a wide variety of inquiries from internal and external sources (e.g. Differentiated Assistance, LCAP, etc.) for the purpose of identifying relevant issues and recommending or implementing action plans.

Supervises the performance of assigned personnel (e.g. recruitment, employee selection, recommend changes in assignment, coaching, etc.) for the purpose of meeting the ongoing staffing needs of the program.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current trends and best practices within curriculum, instruction and assessment; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations and/or laws; and accounting/bookkeeping principles.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job related area.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Administrative Services Credential

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

3/30/2020

Salary Grade

126-220