



# Job Description

## Equal Employment Opportunity

### EXECUTIVE DIRECTOR, SPECIAL PROJECTS

<b>DEPARTMENT/PROGRAM:</b> Equity and Support	<b>CLASSIFICATION:</b> Certificated Management
<b>DIVISION:</b> Educational Services	<b>SALARY SCHEDULE:</b> Management
<b>REPORTS TO:</b> Assistant Superintendent, Equity and Support	<b>SALARY RANGE:</b> 126
<b>APPROVAL DATE:</b> 5/7/2024	<b>WORK YEAR:</b> 220
<b>REVISION DATE:</b>	<b>FLSA:</b> Exempt

#### **PURPOSE STATEMENT:**

Under the direction of Assistant Superintendent, Equity and Support the incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students. This position directs and implements the activities and operations of the Student Services Department; coordinating assigned activities with other County Office and School District departments and outside agencies; providing responsible and complex administrative support to the County Office; and supervising the performance of personnel.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Collaborates with others (e.g. serves as liaison to County school districts and other county offices of education in areas related to student services; explains and interprets programs, policies and activities, etc.) to implement and maintain services and/or programs.
- Coordinates and manages activities and projects (e.g. California School Leadership Academy; Community School Implementation Advisory; testing services for YCOE students and programs; Yolo County programs; Title III; Educator Effectiveness grants and funded programs and services; Emergency Operations Plan, etc.) to achieve organizational outcomes and priorities.
- Coordinates program components, support needs and materials (e.g. negotiates contracts with vendors, coordinates Student Services work plans, assigns projects and programmatic areas of responsibility, reviews and evaluates work methods and procedures, etc.) to meet district and/or

grant/program guidelines.

- Develops and prepares the annual preliminary budget for assigned budget(s) (e.g. analyze and review budgetary and financial data, control and authorize expenditures, etc.) to ensure that expenses are within budget limits and/or fiscal practices are followed.
- Facilitates and participates in meetings, workshops, trainings, and seminars (e.g. presentations; county office representative on various boards, commissions, or other group meetings; member of Superintendent's Cabinet, etc.) to convey and/or gather information required to perform functions.
- Maintains a variety of manual and electronic files and/or records (e.g. narrative and statistical reports, records, and files, etc.) to provide up-to-date reference and comply with regulatory requirements and established guidelines.
- Prepares a variety of program-mandated reports to ensure ongoing funding by complying with district and/or grant/program requirements.
- Presents information to district and Community groups (e.g. program offerings, funding status, participation levels, etc.) to promote program, gain feedback and comply with established internal controls.
- Provides technical expertise, information, and assistance to the Assistant Superintendent or designee regarding assigned functions (e.g. assist in the formulation and development of policies, procedures, and programs; identify resource needs; recommend and implement policies and procedures, etc.) to establish appropriate service and staffing levels and allocate resources accordingly.
- Researches, writes, and presents grant information to secure alternative funding.
- Supervises the performance of assigned personnel (e.g. recruitment, employee selection, recommend changes in assignment, coaching, etc.) to meet the ongoing staffing needs of the program.
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, district, county government, community organizations, regulatory agencies, etc.) to implement program components; create long and short term plans; and address organizational goals/priorities.
- Compiles data from internal and external sources (e.g. conducts a variety of organizational studies, investigations, operational studies, administrative/analytical and other special projects assigned by the Superintendent or Designee, etc.) to analyze issues, ensure compliance with policies and procedures, and/or monitor program components.
- Coordinates and conducts Professional Learning experiences for teachers and administrators to provide information on current trends, educational and regulatory changes and meet professional growth requirements.
- 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.) to ensure allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed.

- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) to implement and maintain services and/or programs.
- Facilitates meetings that frequently involve a range of issues (e.g. personnel and financial procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, etc.) to communicate information, develop recommendations, guide and support other staff, and serve as district representative.
- Manages and directs the activities and operations of Educational Services department (e.g. program development, services to County Office programs and districts inter-agency resource development, grant writing and public relations programs, services, and functions, etc.), to achieve organizational objectives while complying with established requirements.
- Performs a variety of personnel administrative functions (e.g. employee selection, coaching, performance evaluation, staffing formulas, reductions in force, etc.) to maintain adequate staffing, enhance personnel productivity and achieve objectives within budget.
- Leads student and staff wellness, positive and engaging school culture programs, and the maintenance of services and the implementation of new programs and/or processes (e.g. state and federally funded programs, grant funded programs, Foster and Homeless Youth Services, AmeriCorp etc.) and provide services within established timeframes and in compliance with related requirements.
- Directs, manages, plans, organizes, and provides administrative leadership in the following areas: interdistrict transfer appeals, expulsion appeals, Local Control Accountability Plan (LCAP), Safe Schools, After School Programs, Tobacco Use Prevention, Homeless Education, Foster Youth Services, Mental Health, PBIS, and Social Emotional Learning.
- Assists in coordinating SARB and truancy prevention program.
- Collaborates with district curriculum supervisors to assist school-based administrators in analyzing data relating to continuous improvement of student discipline and engagement.
- Develops and coordinates cross-sector partnerships with various regional stakeholders and sectors (e.g., government, non-profit, community-based organizations (CBOs), philanthropy, and private sector) to support the work and build understanding around the California Community Schools Partnership Program (CCSPP) pillars, cornerstone commitments, key conditions of learning and proven practices.
- Cultivates relationships and promotes buy-in and commitment from cross-sector partners to secure direct investment to the Community Schools framework and facilitate its implementation and expansion.
- Leads collaborative planning with partner organizations to identify, form, and maintain an active network of resources (e.g., services, funding opportunities) for community schools.
- Collaborates with YCOE divisions, departments, other county offices of education, educational leaders, and external stakeholders to leverage expertise in areas aligned with the CCSPP framework.

- Represents YCOE in various public forums as needed and participates in advocacy activities to promote the community school strategy in alignment with the YCOE Roadmap to the Future and YCOE's strategic plan.
- Provides guidance and technical assistance to school districts throughout the process of implementation and sustaining the Full-Service Community Schools model.
- Supports professional development for interest holders around the CCSPP framework.
- Collaborates with the State Transformational Assistance Center and California Department of Education with developing alignment and awareness of state initiatives.

#### **OTHER DUTIES:**

- Performs other related duties as assigned for ensuring the efficient and effective functioning of YCOE, including various mandatory trainings.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Policies, objectives, and terminology of full-service community schools, prevention and wellness, and curriculum and instruction;
- Grant writing, administration, and budget preparation and control;
- Applicable laws, codes, regulations, policies, and procedures;
- Interpersonal skills using tact, patience, and courtesy;
- Effective oral and written communication skills;
- Utilizing concepts of grammar and punctuation;
- Principles and practices of management, supervision, and training;
- Perform advanced math, including calculations using fractions, percents and/or ratios;
- Evaluate approaches, strategies, and techniques to implement desired outcomes;
- Compose a variety of documents;
- Interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;
- Analyze situations to define issues and draw conclusions;
- Planning, organization, coordination and direction of student services activities and support services;
- Principles and practices of college and career readiness and services to AB109 clients and incarcerated students;
- Current trends, research and development in the areas of student learning student needs and institutional responses;
- Community resources;
- County policies and procedures and issues relating to at-risk youth

##### **Skills and Abilities to:**

- Utilizing conflict resolution techniques;
- Provide assistance and support to schools and departments in the development, implementation, monitoring, and evaluation of programs;
- Interpret, apply and explain rules, regulations, policies, and procedures;

- Operating standard office equipment including pertinent software applications;
- Planning and managing projects;
- Preparing and maintaining accurate records;
- Manage and schedule a significant number of activities, meetings, and/or events;
- Routinely gather, collate, and/or classify data;
- Consider a variety of factors when using equipment.
- Flexibility is required to independently work with others in a wide variety of circumstances;
- Work with data utilizing defined but different processes;
- Operate equipment using a variety of processes 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 limited.
- Adapting to changing work priorities;
- Managing multiple projects and timelines;
- Establish, communicate and maintain effective working relationships with diverse groups of staff, parents, and the public;
- Setting priorities to meet timelines and schedules;
- Building collaborative relationships;
- Working with frequent interruptions.

**JOB QUALIFICATIONS / REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in job-related area. Job-related experience within a specialized field is required.

**EQUIVALENCY:**

Not Applicable

**LICENSE/CERTIFICATIONS:**

- Valid, current California Driver's License
- Evidence of Insurability
- Valid, current Administrative Services Credential

**OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- 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. The job is performed under minimal temperature variations.