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Marin County Office of Education as the Administrative Agent  
for the California Collaborative of Educational Excellence

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San Rafael, CA 94913-4925

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## Professional Expert Description **Assistant Director, Statewide System of Support for the CCEE**

### **THE POSITION:**

Under the direction of the Deputy Executive Director or designee, the Assistant Director of the Statewide System of Support will lead the planning, facilitation, implementation management, and refinement for California's Statewide System of Support (System of Support). The Assistant Director of the Statewide System of Support will work with CCEE staff, partner organizations, and other stakeholders to facilitate and manage the various statewide initiatives comprising the System of Support. The aim of this role is to lead the development of materials and resources; coordinate communications and convenings; develop and manage systems and processes; develop and lead cycles of data-based inquiry; build and foster positive working relationships; ensure effective dissemination of information and resources; and manage ongoing implementation, progress monitoring, and evaluation activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Assistant Director job family, and:*

- Leads the development of materials, resources, and presentations, in partnership with the California Department of Education and the State Board of Education, for use in supporting the work of the various initiatives within the System of Support
- Develops, implements, and manages the systems, structures, and processes that will be used to support the work of the various initiatives within the System of Support, which include (but may not be limited to): Geographic Lead Agencies, Special Education Resource Leads, other content leads, Community Engagement Initiative, 21<sup>st</sup> Century California School Leadership Academy, Educator Workforce Investment Grant, and other professional learning initiatives
- Develops, and leads cycles of inquiry based on data to improve implementation strategies and initiatives developed as part of the System of Support, or for initiatives that make up the System of Support
- Identifies opportunities to support the work of the System of Support and develops communication materials and programs in order to promote and publicize the System of Support in conjunction with other CCEE staff and staff from the various statewide agency partners

- Provides regular System of Support updates for the CCEE Governing Board, and presents to the Governing Board about progress toward organizational goals at regularly scheduled meetings
- Cultivates and maintains relationships with statewide agency partners, lead agencies, statewide associations, county offices of education, school districts, charter schools, advocacy groups, institutes of higher education, nonprofit organizations, community-based organizations, and other entities to support the work of the System of Support
- Serves as a member of the Leadership team, providing input to the Deputy Executive Director, and implementing organizational initiatives
- Supervise, train, and evaluate assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

#### **MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION:**

Master's degree in an education-related field from an accredited college/university is required.

#### **EXPERIENCE:**

A minimum of four years leading and coaching improvement efforts in districts and schools, preferably with district office or county office experience at the cabinet level.

#### **KNOWLEDGE OF:**

- California policy context, including Local Control Funding Formula (LCFF) policy, the Local Control and Accountability Plan (LCAP) process, and California Education Code related to the California Collaborative for Educational Excellence and the Statewide System of Support
- Improvement Science Methodologies and associated theory (e.g., organizational psychology, Deming's System of Profound Knowledge, Carnegie's Six Principles, Total Quality Management)
- Title I, II, III and other federal funding-related improvement planning initiatives
- High leverage strategies for engaging education-focused state agencies, local educational agencies, nonprofits, and community partners
- Standard practices for engaging local, state, and national news media
- Education policy, research, and practice associated with at least one of the following areas: school instructional leadership, English learners, foster/homeless youth, special education, talented and gifted programs, college and career readiness/CTE, school climate, rural settings, and labor management
- Principles and practices of management, supervision and staff evaluation
- Basic budgetary practices.

#### **SKILLS AND ABILITY TO:**

##### *PROJECT MANAGEMENT*

- Learn and apply CCEE's administrative regulations, policies and procedures, Board Policies, and California Education Code related to the CCEE

- Schedule, coordinate, and monitor a wide range of activities, tasks, and projects across multiple internal and external teams
- Effectively plan, develop, administer, implement, and evaluate activities and programs related to assignment
- Manage multiple projects, including establishing and meeting project deadlines and ensuring that external teams successfully complete projects and activities
- Implement and monitor instructional strategies that promote academic achievement and English language proficiency
- Develop and monitor program budgets
- Analyze issues, create plans of actions, and reach appropriate and effective solutions
- Create and maintain project documentation for internal and external purpose.

#### *FACILITATION*

- Develop and implement agendas, meeting facilitation guides, and presentations
- Facilitate large, cross-agency meetings with statewide agency partners and lead agencies
- Coordinate, schedule, and manage in-person and virtual meetings.

#### *STAKEHOLDER SUPPORT*

- Develop systems and processes for establishing and maintaining effective communications both internally and with external partners using a variety of channels and media
- Establish and maintain effective working relationships with staff, statewide agency partners, lead agency representatives, school district and county officer personnel, and other agency personnel.

#### *OTHER*

- Perform professional level tasks with a need to frequently upgrade skills
- Communicate effectively, both orally and in writing
- Work independently with little direction
- Work evenings and weekends as needed and perform job safely
- Meet the frequent travel requirements of the position.

#### **PHYSICAL DEMANDS:**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 15 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:*

- Regularly works in inside environmental conditions with:
  - minimal temperature variations
  - a generally hazard-free environment
  - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands.

**CERTIFICATES/CREDENTIALS/LICENSES:**

- Valid California Driver's License required