



---

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

1111 Las Gallinas Avenue, PO Box 4925  
San Rafael, CA 94913-4925

---

## Professional Expert Description **Deputy Executive Director for the CCEE**

Under the direction of the Executive Director, the Deputy Executive Director supports the Executive Director in setting strategic goals for the California Collaborative for Educational Excellence (CCEE) and the overall operation of administration and all programs and systems within the CCEE to ensure that actions and resource requirements are properly aligned in order to meet these goals.

### **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 Deputy Executive Director position, and:*

- Serves as a key strategic advisor for the Executive Director
- Coleads the CCEE's strategic planning process
- Co-coordinates the execution of strategic initiatives for the CCEE
- Ensures the development and application of rigorous, evidence-based measures for evaluating CCEE's impact on internal and external projects and initiatives
- Facilitates external relationships with community groups, policymakers, funders and other stakeholders
- Co-develops, an integrated communications network within the CCEE and with key external stakeholders
- Serves, under the direction of the Executive Director, as a key point of contact with the administrative agent
- As assigned, develops and administers the implementation of the research, data, evaluation and innovation capabilities of the CCEE
- As assigned, develops and administers the implementation of technical assistance, data, evaluation and innovation capabilities of the CCEE
- As assigned, develops, along with assigned Senior Advisors under his/her supervision the research, data, evaluation and implementation of multitiered systems of support.
- Co-develops and facilitates the use of protocols and tools for the CCEE to supervise, train, and evaluate assigned personnel, for the purpose of ensuring that standards are achieved and performance is maximized
- Assists the Executive Director in supporting and ensuring effective communication with Governing Board members

- Supervises and evaluates assigned staff and provide oversight for the evaluation process for all staff
- 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 from an accredited college/university is required. Doctoral degree or other advanced degree desired.

**EXPERIENCE:**

At least ten years experience in education research, policy, and/or administration, with at least 5 years of management experience is desired.

**KNOWLEDGE OF:**

- Current and effective instructional strategies, curriculum, practices, and research to support student academic success
- Local Control Funding Formula (LCFF) policy, Local Control and Accountability Plan (LCAP) document and processes, especially as they relate to program services at the school district level
- 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
- CCEE’s administrative regulations, policies, procedures, Board Policies, and California Education Code related to the position
- State of the science research practices
- Organization, supervision, and management practices, techniques, and principles
- Basic budgetary practices

**SKILLS AND ABILITY TO:**

- Effectively plan, develop, administer, implement, and evaluate programs related to assignment
- Establish and maintain effective working relationships with staff, county office, school district personnel, the public, and other related individuals
- Analyze issues, create plans of action, and reach solutions; problem solve with data and equipment
- Supervise the development of program budgets
- Meet the frequent travel requirements of the position
- Establish and maintain cooperative and professional working relationships with staff, policymakers, funders, and other stakeholders
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships
- Utilize initiative and judgement in sound decision making

**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