Marin County Office of Education (Marin COE) as Administrative Agent for the California Collaborative for Educational Excellence (CCEE)

PROFESSIONAL EXPERT POSITION ANNOUNCEMENT

3/24/2020

Director - 1.0 FTE
California Collaborative for Educational Excellence

Office Location in California Open to Negotiation

THE POSITION:
Under the direction of the Executive Director and Deputy Executive Director, the position of Director within the California Collaborative for Educational Excellence (CCEE) provides planning and organizational leadership of the operations, activities, educational services, and support functions of the California Collaborative for Educational Excellence (CCEE). The Director serves as the main strategist for the agency around key areas of focus or initiatives as identified by their areas of expertise and experience. The Director will be responsible for the development, implementation, and evaluation of activities to support these identified areas of focus. The Director will serve as part of CCEE’s Executive Team to set clear direction for CCEE, provide regular updates to CCEE’s Governing Board, and act as a representative of the agency in relevant contexts. The Director reports to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Provides leadership and guidance to the organization around key areas of focus or initiatives central to the work of CCEE, including supporting the integration of state initiatives in areas that pertain to social emotional learning, coherent delivery of mental health and school climate-related professional development, dyslexia, and other special-education areas of focus
• Aligns identified initiatives with relevant statute, state budget documents, Governing Board direction, Executive Director direction, and organizational goals
• Sets, in collaboration with the Executive Team members, clear direction for CCEE around key initiatives, including:
  o the development of goals to support key initiatives,
  o ensuring the effective implementation of strategies to meet those goals,
  o the development and implementation of an evaluation plan that is aligned with CCEE’s theory of action and the principles of continuous improvement
  o ensuring that all communications, technical assistance, resources, and other materials are of high quality, relevant, and useful for relevant stakeholders
• Develops and delivers direct technical assistance focused specifically on evidence-based inclusive practices that include fully integrated learning supports (e.g., behavioral, mental health, etc), instruction, and school leadership within a comprehensive, cohesive approach that facilitates multidisciplinary collaboration
• Serves as CCEE lead for relevant committees/associations/meetings
• Leads CCEE partnerships with LEAs and other educational agencies, providing ongoing strategic thought partnership and other customized assistance based on specific needs identified in the local context
• Provides regular updates for the CCEE Governing Board, and presents to the Governing Board about progress toward organizational goals at regularly scheduled meetings
• Monitors and ensures appropriate use of applicable budgets
• Supervises, trains and evaluates assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized
• Serves as a member of the Executive team, providing input to the Executive Director, and implementing organizational initiatives
• Cultivates and maintains relationships with partners from statewide associations, nonprofit organizations, and other educational groups, and engages those partners in the development of continuous improvement resources

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

**SALARY:**
$151,172–$166,667

**BENEFITS:**
Comprehensive benefit package, which includes participation in medical, dental, vision, and life insurance. Paid sick leave, vacation, holidays, and cellphone stipend. Membership in social security and the Public Employees Retirement System (PERS) is required (members of the California State Teachers Retirement System (STRS) may elect to remain in CalSTRS).

**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 Education, Public Policy, or a related area from an accredited college/university is required.

**EXPERIENCE**
At least five years of developing, leading, and coaching improvement efforts in schools, districts, county offices of education, and other local educational agencies. At least three years of experience as an administrator or executive team member, with preference for experience at the cabinet-level, at a local or state educational agency.
KNOWLEDGE OF:

- California policy context required, including Local Control Funding Formula (LCFF) policy, the Local Control and Accountability Plan (LCAP) process, implementation of Common Core State Standards (CCSS); and A-G subject requirements
- Current and effective instructional strategies, curriculum, practices, and research to support student academic success, particularly targeting historically underserved and underperforming student groups
- 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 readiness, early grade literacy, English learners, special education, college and career readiness/CTE, school climate, 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.

CERTIFICATES/CREDENTIALS/LICENSES:
• Valid California driver’s license required

TO APPLY:
• Complete the EdJoin application (www.edjoin.org) and attach the following documents:
  • Letter of Introduction (must be specific to the Director position)
  • Current resume

APPLICATION DEADLINE: OPEN UNTIL FILLED, applications will be reviewed starting APRIL 1, 2020

SELECTION PROCEDURES:
The multilevel selection process may consist of assessment activities, an application screening process, interviews for eligibility list placement, reference checks and presentations. Those candidates with the most relevant and suitable background will be invited to participate in the process.

In compliance with the Immigration Control and Reform Act of 1986, the California Collaborative for Educational Excellence/ Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The California Collaborative for Educational Excellence/ Marin County Office of Education prohibits discrimination against and/or harassment of employees and job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age DiscriminationAct of 1975.