

# **Sacramento County Office of Education Job Description**

## **Classification Title: Executive Director – Inclusive Practices, Prevention and Intervention**

### **DEFINITION**

Under general direction, provides leadership and technical assistance to Sacramento County Office of Education (SCOE) departments, Sacramento districts, and schools to support the design and development of comprehensive systems of transformational programs to meet all student needs; organizes the management of programs and a system of resource alignment to ensure inclusive and equitable systems of education including: inclusive instructional practices, prevention programming, student support, and the integration and alignment of inclusive special and general education practices and systems; assists SCOE in complying with the requirements of Title IX of the Education Amendments of 1972 and its regulations; performs other related duties as-assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, and clerical staff as assigned.

### **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 classification.)

#### **Program Development and Administration**

- Plans, develops, monitors, evaluates, and administers programs and projects related to creating and sustaining inclusive practices and integrated systems, Trauma Informed Practice, Positive Behavior Intervention Systems (PBIS), school climate, drug, alcohol, cannabis, and tobacco use prevention education, school safety, and coordinated whole-child services for students and families;
- Develops and facilitates system-level learning and support as part of a continuous improvement process to promote inclusivity, belonging, and access through the implementation of Local Control Accountability Plans (LCAPs);
- Supports continuous improvement efforts to districts in Differentiated Assistance (DA) for the purpose of improving outcomes for all students;
- Supports programs and practices that empower youth leadership and voice;
- Assists in the development of program policies and procedures and oversees implementation and compliance;
- Provides leadership for programs within the scope of Inclusive Practices, Intervention, Prevention, and Student Support Services;
- Creates long and short-term plans and addresses organizational objectives;
- Maintains effective communication and collaboration with program and policy level personnel in schools, districts, county, and state educational agencies, as well as other local and state agencies.

#### **Collaboration and Communication**

- Identifies and fosters connections between available agencies, resources, and programs to best serve the full range of student needs;
- Responds to inquiries from internal and external sources, identifies relevant issues, makes recommendations, and implements action plans;
- Leads and coordinates activities across programs and departments to improve outcomes for all students through technical support and assistance focused on improving inclusion and belonging in schools;
- Collaborates within and across departments and divisions on innovative programs, practices, and

- projects;
- Meets regularly and works collaboratively with district and school administrators and county, state, and local educational and agency representatives;
- Responds to inquiries from internal and external sources, identifies relevant issues, makes recommendations, and implements action plans;
- Facilitates, participates, and presents information in meetings, workshops, trainings, and seminars;

### **Funding, Compliance, and Resource Management**

- Secures grants, state, and federal funding to ensure adequate and appropriate fiscal support for programs;
- Provides technical expertise, information, and assistance in the development and implementation of state, county, district, and school-level policies, services, and programs;
- Directs and participates in the development and implementation of policies and operating procedures;
- Recruits, selects, trains, supervises and evaluates the performance of assigned personnel;
- Develops and monitors budgets.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Bachelor's degree in education or related field required;
- Master's degree in education or related field required;
- At least four years of increasingly responsible administrative experience in a public education setting;
- Experience in the development, administration, and monitoring of programs;
- Experience working with state and/or federal categorical programs, and facilitation of meetings and community groups.

### **Knowledge of**

- Current trends and best practices regarding inclusive education and meeting needs of diverse learners;
- Concepts of professional growth;
- Pertinent codes, policies, regulations, and/or laws;
- Effective leadership, facilitation, and goal-setting strategies;
- Principles of effective staff supervision;
- Principles and practices of project development, management, implementation, administration, and evaluation;
- Budget preparation and control;
- Effective staff development methods;
- Standard software applications including standard videoconferencing platforms.

### **Skill and Ability to**

- Interpret highly technical information and perform multiple, complex, technical tasks;
- Develop measurable goals and objectives, set priorities, prepare, monitor, and maintain budgets, and evaluate projects and programs towards achievement;
- Select, train, supervise, and evaluate staff;
- Provide direction and leadership;
- Plan and manage multiple projects;
- Gather, collate, classify, and analyze data;
- Adapt to changing work priorities;
- Deal with frequent and sustained interruptions;
- Develop and maintain positive cooperative working relationships with individuals and groups;
- Model strong interpersonal skills necessary to work cooperatively and communicate effectively in both verbal and written form with individuals from diverse backgrounds;
- Present ideas and concepts clearly and concisely;
- Comprehend and interpret laws, rules, and regulations, and policies pertaining to programs and

services;

- Analyze and evaluate situations accurately and adopt an effective course of action;
- Maintain confidentiality;
- Research, acquire, and evaluate appropriate data for effective problem solving and/or decision making;
- Maintain flexibility and organize projects and schedule to meet changing deadlines;
- Maintain accurate records and prepare reports.

**Other Characteristics**

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel; driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate; willingness to travel within the state as required.

Revisions approved by Personnel Commission 2/11/25

Previous Title: Executive Director – Equity, Prevention and Intervention, and

Revisions approved by Personnel Commission 1/12/21

Previous title: Executive Director – Equity, Diversity, Early Intervention, and Support Services

Approved by the Personnel Commission 2/18/20