

Sacramento County Office of Education Job Description

CLASSIFICATION TITLE: Executive Director, College and Career Readiness Initiatives

Definition

Under general direction, provides strategic leadership and coordination for college and career initiatives across Sacramento County Office of Education (SCOE) schools, Sacramento County, and statewide programs by overseeing efforts such as those in counseling, mentoring, dual enrollment, Career Technical Education (CTE), computer science, internships, apprenticeships, and arts education.

Directly Responsible To

Appropriate Administrator

Supervision Over

Professional, technical, and clerical personnel 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.)

Strategic Leadership

- Leads implementation of strategic and long-range planning efforts to enhance College and Career Readiness in SCOE Schools, locally, and statewide;
- Provides oversight in identifying best practices, building capacity, maximizing engagement, and developing and implementing inclusive processes across programs to ensure equity and access to post-secondary and work force opportunities for all learners;
- Builds and maintains collaborative relationships with post-secondary partners to support and expand Dual Enrollment opportunities in the region and to remove barriers for students seeking access to college;
- Leads the coordination of services and projects aligned with the American School Counselor Association (ASCA) national standards to ensure an effective, integrated system of student supports that advances college and career readiness;
- Oversees the coordination and implementation of Arts Integration grants and programs in schools and districts county wide;
- Leads regional College and Career Readiness Initiatives by developing supportive infrastructure, driving innovation in programs and practices, and guiding schools and districts through effective change management to strengthen systems and improve student outcomes;
- Leads the development and implementation of training, coaching, and support for educators, administrators, and district teams to build capacity to sustain college and career initiatives;
- Supports the alignment of College and Career Readiness Initiatives and Indicators with educational and social-emotional learning frameworks;
- Leads, selects, trains, supervises, and evaluates assigned staff while managing a leadership team.

Program Management

- Creates and implements a comprehensive college and career readiness plan, including apprenticeship opportunities that supports the needs for all learners;
- Manages initiatives and grant programs and provides related implementation, support, and technical guidance to local school districts;
- Leads strategic engagement efforts and develops partnerships with secondary schools, post-secondary institutions, workforce boards, business, and community organizations to strengthen collaboration and connect K-12 education with college and career opportunities;

- Secures and manages funding to ensure adequate and appropriate fiscal support for programs;
- Provides support and direction for college and career readiness programs, aligning work toward common goals.

Data Analysis and Continuous Improvement

- Leads the delivery of support and strategic guidance in curriculum, instruction, and systems development to SCOE schools and local LEA to advance student achievement and post-secondary success;
- Leads efforts to collect and analyze programmatic and academic data to support continuous improvement, accountability, and data-driven decision-making across SCOE programs and schools;
- Monitors systems to support school and district improvement;
- Evaluates the effectiveness of all initiatives through data analysis.

Minimum Qualifications

Education, Training, and Experience

- Possession of a valid California Administrative Services Credential and successful administrative experience in an educational setting required;
- Progressively responsible experience supervising and coaching teachers and administrators required;
- Leadership experience in College and Career with either CTE, School Counseling, or Secondary Schools required;
- Experience developing, administering, and monitoring curriculum and instructional programs preferred.

Knowledge of:

- Principles and practices of strategic planning, organizational development, and change management in educational settings;
- College and Career Readiness frameworks, including state and national standards and best practices;
- Educational systems and structures, including K–12, post-secondary institutions, workforce development, and community partnerships;
- CTE programs, funding sources, and compliance requirements;
- School counseling principles, including ASCA National Standards;
- Arts Integration programs and the role these programs play in student development;
- Mentoring practices and fostering adult protective relationships to support student success;
- Program design and implementation for large-scale initiatives including apprenticeship programs;
- Data collection, analysis, and interpretation methods for program evaluation and continuous improvement;
- Funding, budget development and principles of grant management;
- Community engagement strategies and partnership development with businesses and educational institutions;
- Methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices.

Skill and Ability to:

- Lead and implement strategic and long-range planning efforts aligned with organizational goals;
- Engage staff and educational partners in collaboration, creative problem-solving, conflict resolution, and group planning;
- Provide vision and leadership to foster innovation and drive systemic change;
- Design, manage, and expand programs and initiatives to support college and career readiness;
- Secure and monitor funding sources, ensuring compliance and effective resource use;
- Analyze and interpret data to inform decision-making and evaluate program effectiveness;
- Communicate effectively with internal and external partners, including presenting to boards and community groups;

- Supervise and develop teams, providing guidance and accountability;
- Apply strategic thinking and planning to advance initiatives and resolve challenges;
- Develop and maintain partnerships with public, community, government, and educational institutions;
- Adapt to changing priorities and lead continuous improvement efforts across SCOE programs;
- Effectively transmit knowledge and skills to others in both oral and written form;
- Establish and maintain cooperative working relationships with individuals and groups from diverse backgrounds;
- Operate standard office equipment and use software applications, including video-conferencing platforms;
- Effectively select, train, supervise, and evaluate assigned personnel.

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.

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