



Leadership • Collaboration • Support

JOB TITLE: Executive Director, Organizational Effectiveness & Strategic Support

Classified Directors Salary Schedule, Range 7

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the general direction of the Deputy Superintendent of Administrative Services and Operations, provides executive leadership to strengthen organizational performance, fiscal sustainability, and continuous improvement across the Solano County Office of Education (SCOE). The position collaborates with district and SCOE leadership to evaluate organizational effectiveness, align strategic priorities with available resources, support districts experiencing organizational or fiscal challenges, and advance SCOE's responsibilities within California's Statewide System of Support.

JOB REQUIREMENTS AND QUALIFICATIONS

Education & Experience:

- Bachelor's degree from an accredited institution is required.
- Course work, certifications, or training in research design, accounting, business, statistics, assessment, and/or measurement is desirable.
- Master's degree preferred.
- Minimum of five years successful experience progressively responsible leadership experience in education systems, program evaluation, or other related public-sector administration.

Knowledge of:

- California school budget, accounting and fiscal principles, including Local Control Funding Formula (LCFF), Local Control Accountability Plan (LCAP), and AB 1200 fiscal oversight.
- Organizational effectiveness, strategic resource allocation, performance measurement.
- Principles of change management, continuous improvement, and executive facilitation.

- Program evaluation methodologies (qualitative and quantitative).
- Public-sector governance and accountability systems.
- Educational data systems, reporting tools, dashboards, and performance management.

Skills and Abilities:

- Build collaborative partnerships and facilitate executive decision-making among district and county leaders.
- Translate organizational, operational, fiscal, and performance data into strategic recommendations.
- Lead complex cross-functional organizational improvement initiatives.
- Analyze systems and identify strategic improvements.
- Communicate complex information clearly to diverse audiences.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, staff, and community.

ESSENTIAL DUTIES

- Build organizational capacity through professional learning in organizational effectiveness, program evaluation, continuous improvement, and data-informed decision-making.
- Conducts executive organizational reviews to proactively identify emerging operational and fiscal risks.
- Coordinates and provides oversight of assigned divisions and programs of the county office of education.
- Coordinates countywide accountability, assessment, and continuous improvement systems to reduce duplication and strengthen organizational coherence.
- Coordinates the development, implementation, and ongoing administration of SCOE's physical asset inventory and related processes, in consultation with the Director of Internal Business Services, to ensure accurate identification, tracking, documentation, and reporting of capital and other physical assets in accordance with applicable Governmental Accounting Standards Board (GASB) requirements, organizational policies, and internal control standards.
- Develops performance measures, dashboards, and evaluation frameworks that support executive decision-making.

- Facilitates a review of charter school appeals and countywide petitions to SCOE and prepares appropriate reports relevant to charter school matters; serves as the liaison for charter appeals and countywide charter school petitioner to SCOE.
- Assists with evaluating federal, state, and local funding opportunities and provide guidance on allowable uses, funding conditions, reporting requirements, and key deadlines to support Local Education Agencies (LEAs).
- Integrates assessment, accountability, and operational data systems to improve organizational performance.
- Leads charter school oversight for SCOE authorized charters.
- Leads program evaluation and organizational performance reviews using qualitative, quantitative, operational, and fiscal data.
- Oversees and coordinates priority initiatives and special projects across SCOE; supports long-term project planning and implementation; develops effective systems and processes to promote successful onboarding and sustainable, responsive organizational practices; and fosters strategic connections with organizations and partners at the county, regional, and state levels.
- Oversees the Williams review process.
- Participates as a member of the County Superintendent's Cabinet in the overall planning and direction of the Solano County Office of Education.
- Promotes organizational effectiveness by identifying systemic barriers, operational inefficiencies, and opportunities for continuous improvement.
- Provides temporary fiscal leadership and emergency staffing support when an LEA experiences a vacancy or disruption in key business office positions.
- Serves as a fiscal expert (under AB 1200 County Office of Education oversight) to the County Superintendent, Cabinet, and district leadership when additional fiscal expertise or executive-level support is needed.
- Serves as a member of SCOE's Management Advisory Council (MAC) and Chief Administrative Team (CAT).
- Surveys LEAs to identify fiscal training, technical assistance, and leadership support needs. Facilitate fiscal training in partnership with county office departments, state agencies, and other subject-matter experts.
- Performs related duties as assigned.

LICENSES AND OTHER REQUIREMENTS

Possession of a valid California driver's license.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Supervision of classified division/program managers and assigned staff.

Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.

This work consists of moderately complex and responsible technical and administrative duties.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (2)

Climbing Stairs (2) Climbing Ladders (0)