

The Community

Situated between the San Francisco Bay and the Santa Cruz Mountain Range, Santa Clara County extends south to the city of Gilroy and north to Palo Alto. With nearly 1.7 million residents, it is one of the largest counties in California. Prime attractions of the area are its Mediterranean climate, easy access to mountain peaks and ocean beaches, nationally acclaimed universities, and many cultural, economic and educational resources. The county has emerged as the industrial and technological center known as Silicon Valley.

The County Office of Education

A champion for children, schools and community, the Santa Clara County Office of Education serves as an exemplary regional resource to students, parents, districts, agencies and businesses by working in tandem with the county's 37 public schools and community college districts. Furthermore, the COE is committed to being in the forefront of educational reform.

The Santa Clara COE is looking for a proven leader in Student Services to join us in our effort to become a model of excellence and provide indispensable, value added services to the student families, business, and governmental and community-based organizations within our county. With a staff of 1,800 employees and an annual budget of over \$225 million, the Santa Clara COE provides services that reach more than 262,000 public school students and their families.



Santa Clara County Office of Education

Board of Education

Leon F. Beauchman

Michael Chang

Joseph Di Salvo

Darcie Green

Julia Hover-Smoot

Grace H. Mah

Anna Song

County Superintendent of Schools

Xavier De La Torre, Ed.D.

Santa Clara County  Office of Education

1290 Ridder Park Drive
San Jose, California 95131
www.sccoe.org



Santa Clara County
Office of Education

In the heart of Silicon Valley



Position Opening

Chief Schools Officer

**For Student Services Branch
A Certificated Administrative Position**

www.sccoe.org

Chief Schools Officer

Summary

Under the supervision of the County Superintendent of Schools, the Chief Schools Officer administers the Student Services Branch by planning, organizing, directing, and reviewing the Office's educational and student services programs. The programs for which this position has responsibility include: Alternative Education, Environmental Education, Early Learning Services, Foster Youth Services, Head Start/Early Head Start, CPIN/Inclusion Collaborative; State Preschool, Migrant Education, Special Education, and Special Education Local Planning Area (SELPA). This is an executive certificated administrative position and a member of the Superintendent's Cabinet.

Essential duties include oversight of the following:

Essential Duties

Develops and sustains exemplary educational programs based on a thorough knowledge and understanding of current research in curriculum, instruction, assessment and program design in the areas of at-risk-youth, special education, environmental education, early childhood education and preschool education;

Creates and leads highly energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole;

Initiates, establishes and maintains critical liaisons and partnerships with local, regional and state agencies which link with and support office programs;

Works effectively with diverse groups and points of view, listens to and communicates effectively with staff, students and members of the community;

Commits to exercising a collaborative, servant leadership style in working with

staff, solving problems and implementing change. Directs, reviews, and approves branch personnel management functions, such as hiring and termination, staff development, employee evaluation and discipline;

Provides responsive advice, counsel and education to administrators, faculty and staff on educational issues and trends; monitors educational trends in order to forecast the impact of those changes/trends;

Assures the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and Office regulations; supports technology-based curricular and program articulation;

Participates at the executive level in the development of internal educational policies, procedures, and planning; represents Student Services before the Board of Education and in Office branch meetings; participates in the development of Office plans for a wide variety of subjects; develops and executes the Office's Educational Master Plan and ensures integration with the Office's strategic plan, goals, and objectives.

Completes Other Related Duties as Assigned

Decision-Making and Problem-Solving: Forecasts trends and sets direction for the Office and participates in planning for external agencies; uses non-traditional/creative approaches to problem solving; recommends new or revised standards, policies; uses specialized techniques in analysis of collected data; is aware that decisions will have Office and county-wide impact. Situations are varied and routinely highly complex.

Salary and Benefits

The salary of the Chief Schools Officer is competitive and negotiable, depending on experience and qualifications. Compensation includes an annual stipend of \$2,300 for a Master's degree or \$4,000 stipend for a Master's/earned Doctorate combination. The Office provides 22 vacation days, 15 paid holidays, retirement system contributions, and 12 days of sick leave per year, as well as income protection, life insurance, and health, dental and vision care plans.

Professional Skills and Abilities

In addition to an unswerving commitment to public education, the ideal candidate has mastery level skills in the following:

- ☐ Communication in critical situations, both orally and in writing;
- ☐ Financial and statistical analysis and control;
- ☐ Creative and adaptive program planning, design, implementation, maintenance and evaluation;
- ☐ Personnel management;
- ☐ Working with others in both authority and nonauthority relationships on a routine basis;

Qualifications

Required minimum training, education, licensing, and work experience includes: Master's degree from an accredited college or university with major course work or extensive experience in California elementary or secondary education; a doctorate is preferred: a valid California Elementary or Secondary Teaching credential; a valid California Administrative Credential and a valid California driver's license.

Eight years of site and central office level job-related administrative experience is required.

Application Procedure

Application Deadline: Until filled.

Postmarks will not be accepted.

Applicants must submit the following by the application deadline:

- ☐ Signed letter of intent
- ☐ Completed online application (www.sccoe.org)
- ☐ Resume
- ☐ Photocopies of required credentials, permit, or affidavit of credential application
- ☐ Three recent, signed letters of recommendation
- ☐ Photocopies of all graduate diplomas or transcripts as proof of Master's and Doctorate degrees

Out-of-state candidates must provide all undergraduate and graduate transcripts that verify eligibility of the required CA credential to:

Philip J. Gordillo
Executive Director
Human Resources Branch
Santa Clara County Office of Education
1290 Ridder Park Drive, MC 264
San Jose, CA 95131

Fax: (408) 453-6943

Email: natalie_kelm@sccoe.org

For additional information, please contact:

Telephone: (408) 453-6929

Fax: (408) 453-6943

Access our application online at:

www.sccoe.org

Application materials will be screened to select the best qualified candidates to be invited to an interview. Initial interviews will be conducted by a panel of educational administrators who will evaluate job-related abilities and recommend candidates for a second interview. A final selection will be made, following the second interview, by the County Superintendent of Schools.