

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: ADMINISTRATOR – EXECUTIVE SERVICES AND COMMUNITY ENGAGEMENT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, plans, organizes, supports and provides technical guidance in the development and implementation of data driven collaborative projects and programs; provides direction and leadership in the interpretation of educational data for system and student improvement; assists school districts and members of the public in attendance, transfer and expulsion appeals and hearings; serves as an advisor/thought partner to the County Superintendent, internal departments, Local Education Agencies (LEAs), other agencies, and the public on projects and programs as assigned.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

- Organizes, directs, and supports programs and projects of the Office of the Superintendent and the Santa Clara County Office of Education (SCCOE); directs and supports project coordination activities, including developing and implementing work plans, and coordinating and communicating effectively with multiple programs, program directors and leads throughout the county.
- Reviews and monitors the status of work and projects within the Executive Services Division; develops, prepares and presents detailed reports and progress updates to a variety of audiences as requested.
- Provides assistance related to attendance, transfer and expulsion appeals and hearings; assists in the coordination and collection of information and the preparation of required documents.
- Maintains current knowledge of trends in education policy, including California Education Code to ensure appropriate compliance and implementation.
- Identifies and researches potential community partners to evaluate opportunities for collaborative projects that align with the organization's goals and values.
- Engages in the community to establish and maintain sustainable working relationships with LEAs, government agencies, non-profit organizations, and other partners to collaborate on projects, programs, services and initiatives that enhance student and family outcomes and experiences.
- Aggregates, manipulates, and analyzes education indicator data and provides analyses, data visualizations, and talking points for presentations.

- Utilizes improvement science methods and tools to identify and understand the root causes that hold systemic problems in place, build theories of action, learn by doing, and implement strategies for widespread impact.
- Provides high level technical assistance and communication on behalf of the Office of the Superintendent and SCCOE initiatives.
- Advises the County Superintendent on next steps, provides data and information and synthesizes information for the use of cabinet and LEA leaders.
- Serves as a liaison between the Office of the Superintendent and multiple partners at the county, regional and state level.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts, and exchanges information; collaborates and discusses data and surveys for existing and new projects.
- Participates with other members of the executive services leadership team in assisting the County Superintendent with the overall management of the SCCOE.
- Collaborates positively with people holding diverse points of view; listens to and communicates effectively with staff, partners, and members of the community; prioritizes servant leadership, honest and open communication, mutual respect, focused attention, and commitment to the SCCOE's missions and goals.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

**OTHER DUTIES:**

- Performs related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

- Planning, organization and administration of special projects.
- County Office of Education operations, structure, policies and procedures.
- Current laws, guidelines, codes, regulations and rules related to SCCOE functions.
- Operations, policies and objectives relating to SCCOE activities.
- Principles and practices of project management.
- Record-keeping and report preparation techniques.
- Improvement science methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a variety of office equipment including a computer and assigned software.

## ABILITY TO:

- Maintain current knowledge of laws, rules and regulations related to SCCOE activities.
- Perform a variety of complex functions to coordinate projects and teams.
- Aggregate, manipulate and analyze data to draw conclusions and make recommendations.
- Represent the organization in a positive manner.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work strategically and collaboratively with others to achieve shared goals.
- Analyze situations accurately with good judgment and adopt and recommend effective courses of action.
- Maintain confidentiality of sensitive and privileged information.
- Work independently with little direction.
- Meet schedules and timelines.
- Train and supervise the work of assigned personnel.
- Plan and organize work for self and others.
- Use proper spelling, punctuation and grammar.
- Compose correspondence and written materials independently.
- Communicate effectively both orally and in writing.
- Speak clearly and concisely and make presentations to small and large groups.
- Operate standard and modern office equipment and software.

## LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies knowledge of the intersectionality of race, equity, and inclusion.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

## EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Master's degree in education, public policy, public administration, business administration or related field and
- Five years of increasingly responsible professional office experience which includes project management and the development, analysis, and presentation of detailed reports, including at least one year supervisory experience or equivalent.

## LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

**WORKING CONDITIONS:**

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by the Personnel Commission: September 11, 2024



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Marisa Perry  
Director – HR/Classified Personnel Services

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