

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR – SPECIAL ASSIGNMENT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Professional Learning and Instructional Support, plans, organizes, and directs the special projects related to COVID-19 sustained emergency response; assists with developing a sustained response for the Incident Command Center (ICC) and collaboration with the Emergency Operation Center (EOC); assists with COVID-9 related special projects in the Human Resources Division and Superintendent's Office; assists with other duties as necessary to ensure successful emergency response.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, and directs COVID-19 related special projects of the Superintendent's Office and the SCCOE; directs project coordination activities, including developing and implementing work plans and coordinating with multiple programs, program directors and stakeholders throughout the organization.

Represents the SCCOE at the EOC, ICC, conference calls or other activities as requested.

Maintains high levels of awareness of all aspects of the county of Santa Clara and state level guidance, orders and other communications and advises the Superintendent and others of changes.

Reviews and edits COVID-19 related communications going to staff and students to ensure timeliness and accuracy.

Develops strategic plans; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of strategic plans.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs.

Generates weekly reports and overall summaries of the SCCOE COVID-19 response including data from calls, responses, and activities.

Collaborates with the business office to assist in the tracking of FEMA reimbursable expenditures.

Co-leads the distribution of Personal Protective Equipment and supplies to COE programs and others as needed.

Maintains a physical presence in the Incident Command Center at the SCCOE and ensures the smooth operations of the center and communications in and out.

Generates minutes from meetings including tracking attendance of participants and ensuring follow up on all action items.

Administrator – Special Projects - continued

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the special projects of the SCCOE;
SCCOE programs and operations;
Federal and State educational policy issues;
Applicable laws, codes, regulations, policies and procedures;
Oral and written communication skills;
Principles and practices of administration, supervision and training;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, and direct special projects of the Assistant Superintendent – Personnel Services;
Direct and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s Degree in education or related field and five (5) years of experience in a certificated position including three (3) years in an administrative capacity. Doctoral degree in educational leadership preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary or Secondary Teaching Credential
Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;
Dexterity of hands and fingers to operate a computer keyboard.

	DocuSigned by: <i>Larry Oshodi</i> 84A286968D5B4A4...	12/19/2020 12:36 PM PST
Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	DocuSigned by: <i>Mary Ann Dewan</i> 72890FED1F52493...	12/19/2020 10:40 AM PST
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date

Revised 12/18/20: Reporting structure changed from Assistant Superintendent-Personnel Services to Assistant Superintendent-Professional Learning and Instructional Support.