

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR SPECIAL PROJECTS - EDUCATIONAL SERVICES

BASIC FUNCTION:

Under the direction and supervision of an assigned supervisor, coordinates and participates in the provision of serving the Educational Services Division which includes but not limited to Early Learning Services, Alternative Education, Opportunity Youth Academy, Special Education, Foster & Homeless Youth, Environmental Education, and Early Start with administrative tasks as assigned; serves as a liaison between the Assistant Superintendent of Educational Services and the department leads, community agencies, parents and public; provides administrative support to designated personnel; completes designated projects for the SCCOE as assigned by the supervisor.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Leads project coordination efforts, including the development and implementation of work plans, and facilitates collaboration across multiple programs, program directors, and stakeholders throughout the division and organization.

Provides operational and programmatic support to both school sites and County Office departments during periods of program lead absence to ensure continuity of services and operations.

Develops strategic plans by establishing goals, building stakeholder consensus, identifying performance metrics and data collection methods, determining resource requirements, and overseeing related planning activities.

Oversees the preparation and maintenance of narrative and statistical reports, records, and documentation associated with assigned initiatives and activities.

Coordinates and communicates with administrators, staff, and external organizations to support alignment and implementation of programs and activities.

Produces and delivers weekly status reports to the Assistant Superintendent of Educational Services outlining progress and updates on assigned projects.

Partners with departments across the organization, including but not limited to the Educational Services Division, to support the successful completion of assigned projects.

Coordinates and supervises all areas of the instructional program; including interpretation of test data, improvement of instruction and the development of new course curriculum and programs, and assessment of programs and instruction;

Utilizes student information systems and other organizational databases to collect, analyze, and interpret data in support of program operations, reporting requirements, and decision-making

processes.

Develops, maintains, and analyzes Excel spreadsheets and data reports to monitor program performance, track progress toward goals, and support strategic planning efforts.

Creates, edits, and maintains a variety of professional documents, including handbooks, procedural guides, templates, communications, and operational resources to support departmental consistency and compliance.

Coordinates the development and revision of program materials and reference documents to ensure alignment with organizational priorities, policies, and regulatory requirements.

Compiles and presents data findings and project updates in clear and actionable formats for leadership, stakeholders, and cross-functional teams.

Supports process improvement initiatives by evaluating workflows, identifying operational efficiencies, and recommending enhancements based on data analysis and program needs.

Provides technical and administrative support related to data management, reporting systems, and document development across sites and departments.

Develops standardized tools and reporting templates to improve consistency, accuracy, and accessibility of program and operational information.

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

Supervises and evaluates assigned personnel.

OTHER DUTIES

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

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 of Educational Services;

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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 minimal 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.

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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions;
 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 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;
 Seeing to read a variety of materials;
 Dexterity of hands and fingers to operate a computer keyboard;

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Bending at the waist, kneeling or crouching to file materials;
Sitting or standing for extended periods of time

	Signed by:  DBF949FF8CD4401...	7/15/2026 5:43 PM PDT
Approved:	Kanika D. White, Ed.D. Associate Superintendent-Human Resources	Date

	Signed by:  AFFF8FA0C5E741B...	7/15/2026 3:17 PM PDT
Authorized:	Dr. David M. Toston, Sr. County Superintendent of Schools	Date