

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – INTEGRATED DATA

BASIC FUNCTION:

Under the direction of the Director-Integrated Data, Research and Evaluation or designee, provides leadership and support to local districts and county agencies in the areas of Data Literacy and Data Analytics; coordinates support to all districts for use of DataZone Analytics and related integrated data application; provides technical support and planning to the Data Analytics and Development team to create and maintain effective metrics for education use; coordinates with educational partners and county agencies to promote improved outcomes for children through data sharing and analytics; provides regular updates to the Director-Integrated Data, Research and Evaluation regarding progress of district support and agency partnerships; supervises and evaluates the performance of assigned personnel; and other duties as assigned.

ESSENTIAL DUTIES:

Plans, organizes, and directs priority projects related to SCCOE' s integrated data initiatives, data literacy projects, and district support with data analytics.

Coordinates the development and implementation of work plans to advance integrated data initiatives with multiple programs, program directors and educational and agency partners.

Guides the SCCOE data services management team in overseeing the design and development of the technical requirements for integrated data applications.

Guides the SCCOE data services management team in using standard project management methodologies to ensure the successful and timely delivery of projects.

Collaborates with the Manager-Data Services, to provide direct support and account management for DataZone Analytics districts.

Attends and conducts a variety of meetings with community leaders, government officials, educational partners, and others as needed for the purpose of integrating data.

Supports the Director-Integrated Data, Research and Evaluation in building vision, strategic plans, and goals for strengthening the Student Data Warehouse, DataZone Analytics, and Integrated Data Applications.

Leads DataZone district user groups, focus groups and oversees district implementation and account management for DataZone.

Oversees the data services team to develop and implement training tools such as protocols, webinars, manuals, online learning, and direct training to ensure end users have the capacity to effectively use data to support improved outcomes for students.

Coordinates with the members of the Data Analytics and Development team and the Early Care and Education Initiatives team to ensure internal and external early learning partners can access and utilize integrated data applications.

Collaborates with other Santa Clara County Office of Education departments and professionals such as with the Professional Learning and Continuous Improvement departments to promote cross collaboration and data sharing through coordinated district support.

Develops contracts for contract services and oversees contract implementation for Data Services and Data Integration projects.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

OTHER DUTIES:

Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Data driven decision making and data warehousing;

SCCOE programs and operations;

MTSS process and procedures at the school site and district levels;

Education related software and assessments like SIS, LMS, benchmarks, ELAC, SBAC, Collegeboard assessments, etc.;

Federal and State educational policy issues;^{SEP}

Federal, State, and local community processes/concerns;

Applicable laws, codes, regulations, policies, and procedures related to student information and data privacy;^{SEP}

Research and evaluation design and procedures;

Contract development and management;^{SEP}

Organizational development practices and procedures;

Budget preparation and control;

Principles and practices of administration, supervision, and training;

ABILITY TO:

Direct and evaluate the performance of assigned staff;

Apply excellent internal and external customer service and direct staff in developing excellent customer service practices;

Apply and use effective interpersonal skills (tact, patience, courtesy);

Communicate effectively both orally and in writing;

Speak and present to groups, facilitate meetings, training programs, and development discussions;

Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;

Interpret, apply, and explain rules, regulations, policies, and procedures;

Operate a computer and assigned office equipment;

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.

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:

Master's degree from an accredited college or university with major course work or extensive experience in education; minimum of five (5) years of job-related administrative experience with demonstrated competence in educational leadership, including three (3) years as a principal, site director, and/or school district central office leadership.

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 lbs.;
Dexterity of hands and fingers to operate a computer keyboard

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	DocuSigned by: <i>Mary Ann Dewan</i> <small>72890FED1F52493...</small>	9/29/2022 1:22 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date