

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – LEARNING AND INSTRUCTION

BASIC FUNCTION

Under the direction of an assigned supervisor, provides leadership and support in the planning, oversight, budgeting, and evaluation of assigned programs; assists with the development of workplans, allocation of resources, grant coordination, and achievement of organizational goals; serves as liaison with internal departments and external partners; and supervises and/or evaluates assigned staff.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES

Provides leadership, training, and support in the planning, development, implementation, and evaluation of assigned programs and initiatives.

Collaborates with district and school administrators, community partners, and internal departments to assess needs, coordinate services, and facilitate professional learning opportunities.

Designs, coordinates, and supports professional development, technical assistance, and continuous improvement efforts.

Supports the design and facilitation of networks, communities of practice, and collaborative initiatives at the local, regional, and state levels.

Maintains current knowledge of state and federal regulations, accountability systems, and curriculum standards, and ensure compliance in assigned program areas.

Develops and manages systems to measure outcomes, analyze data, and inform program improvements.

Directs, supervises, and evaluates the performance of assigned staff; participate in recruitment, hiring, onboarding, and professional growth processes.

Represents the organization at meetings, conferences, and public events with local, regional, and state agencies.

Prepares and presents reports, recommendations, and other communications to leadership and stakeholders.

Oversees grant coordination and monitoring, including compliance and reporting requirements.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Adult learning theory and best practices in professional learning and coaching;
Principles of equity, diversity, inclusion, and universal design for learning;
Program planning, instructional leadership, curriculum development, and continuous improvement;
State and federal education systems, accountability measures, and relevant legislation;
Data collection, analysis, and reporting methods;

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Interpersonal communication, group facilitation, and conflict resolution;
Applicable laws, codes, policies, and regulations;
Oral and written communication skills; operation of computers and assigned software.

ABILITY TO:

Provide leadership across multiple programs and initiatives;
Coach, supervise, and evaluate staff effectively;
Communicate and collaborate effectively with diverse stakeholders;
Research, develop, and evaluate educational programs and services;
Interpret, apply, and explain rules, regulations, and policies;
Prepare and present comprehensive narrative and statistical reports;
Work independently, manage multiple tasks, and meet deadlines;
Exercise sound judgment, tact, patience, and courtesy.

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 a related field; five (5) or more years of experience in K–12 teaching, coaching, or administration, including experience supervising or supporting staff, and working with adult learners; experience with program planning, continuous improvement, and equity-focused practices preferred.

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Services Credential
Valid California Teaching or Pupil Personnel Services Credential
Valid California driver's license

WORKING CONDITIONS

ENVIRONMENT:

Office environment.

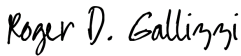
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Driving a vehicle to conduct work.
Evening or variable hours to attend meetings or conferences.
Travel as needed.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

	Signed by:	
		10/2/2025 12:41 PM PDT
Approved:	Roger D. Gallizzi	Date
	Interim Associate Superintendent-Personnel Services	

	Signed by:	
		10/1/2025 4:27 PM PDT
Authorized:	Dr. David M. Toston, Sr.	Date
	County Superintendent of Schools	