

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ASSISTANT DIRECTOR – ISTEAM DEPARTMENT**

#### **BASIC FUNCTION:**

Under the direction of the Director III - iSTEAM, provides leadership and support in the planning, oversight, budget, and evaluation of assigned programs; assists programs to develop workplans, allocate resources, write grants, and achieve the mission of the Santa Clara County Office of Education; coaches and/or evaluates assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Oversees all functions of the Computer Science, Educational Technology, Career Technical Education, and Arts programs or programs assigned by the Director.

Works closely with SCCOE internal programs for delivery of iSTEAM professional learning.

Collaborates with district and school administration to establish needs and facilitate professional learning planning.

Assesses needs in the educational environment and recommends, develops, plans, and coordinates strategies and deliverables for self, department, and collaborative teams.

Collaborates, coordinates, plans, and implements county-wide professional learning opportunities and special projects.

Supports the design and facilitation of networks and communities of practice throughout the department.

Stays current on content standards updates and textbook adoptions; supports districts and department teams in both areas.

Works closely with the Curriculum and Instruction Subcommittee, California Department of Education, and other regional and statewide organizations to support and promote alignment to curriculum standards and practices.

Develops and supports systems to measure professional learning outcomes and coordinates continuous improvement efforts based on formative and outcome data.

Collaborates with other SCCOE departments/divisions to promote ongoing communication to support internal and district needs and to identify, design and carry through strategic initiatives, projects and events relevant to the educational community.

Trains and engages with teams to develop processes and implement department/division plans.

Supports the hiring process, onboarding, and the coaching/evaluation process for assigned program staff.

Participates in meetings for the purpose of gathering and conveying information regarding a variety of subjects required to carry out administrative responsibilities.

Completes special projects as assigned.

Oversees grant coordination and monitoring of assigned programs.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Adult learning theory and its application to educational professional learning;  
Core concepts of equity, diversity and inclusion and how to implement systemwide;  
Core concepts and basic neuroscience of UDL;  
Relationship of equity to teachers', schools' and districts' current curriculum and instructional practices;  
Pedagogy of equity for students and historical knowledge of educational practices;  
Reflective practice and its implication on continuous improvement;  
K-12 curriculum and public-school environments;  
Current trends and issues in California public education, including accountability systems and systems of support;  
Program planning, instructional techniques, adult learning and group facilitation dynamics;  
Collecting and assembling data and navigating software systems;  
Applicable laws, codes, regulations, policies and procedures;  
Oral and written communication skills.

**ABILITY TO:**

Direct and oversee multiple programs;  
Coach and evaluate leadership team members;  
Work collaboratively as a member of a team;  
Apply strong pedagogical, andragogical, and coaching abilities;  
Apply superior communication skills including listening, demonstrating respect from differing opinions, clarity of expression and supporting reflective practices;  
Research, develop, coordinate and assess staff development and planning;  
Provide technical, specialized, consultative, advisory and planning services;  
Provide direction and leadership to interpret data in the development and implementation of equity, diversity and inclusion supports;  
Serve as a resource to County Office of Education staff and partners;  
Prepare comprehensive narrative and statistical reports;  
Operate a computer and assigned office equipment;  
Meet schedules and timelines;  
Work independently with little direction;  
Maintain records and files;  
Apply interpersonal skills using tact, patience and courtesy;

**EDUCATION AND EXPERIENCE:**

Master's degree in Education; ten or more years K-12 teaching/coaching/administrative experience specifically related to equity, diversity and inclusive settings; experience working with adult learners and familiarity with best practices in adult learning and coaching theories; site principal experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid California Teaching or Pupil Personnel Services Credential

**Assistant Director - iSTEAM continued**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment
- 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

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	DocuSigned by: <i>Mary Ann Dewan</i> 72890FED1F52493...	10/22/2021   2:41 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date