

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CHIEF OF STAFF AND STRATEGIC INITIATIVES

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, serves as a member of the County Superintendent's executive leadership team; provides strategic and tactical leadership to advance the County Superintendent's priorities; directs and aligns assigned departments and functions within the Executive Services Division; directs and coordinates high-priority initiatives, partnerships, stakeholder engagement, and cross-departmental work, and, as assigned, oversees and coordinates academic and nonacademic operations and activities, including district operations and initiatives; provides information on current educational data, events, and law affecting education; provides advice and counsel to the County Superintendent; serves as the County Superintendent's designee and representative as assigned; supports timely identification, coordination, and resolution of matters requiring the County Superintendent's attention; and provides high-level oversight and direction for assigned Executive Services functions through subordinate directors and staff.

The programs and services for which this position has responsibility includes Charter Schools, Government Relations, Public Affairs and Communications, Integrated Data, Research and Evaluation, Grants, Partnerships and Operations, special projects, and County Superintendent's priority initiatives with high-level oversight of policy and procedure. These Executive Services Division functions report to the Chief of Staff and Strategic Initiatives.

REPRESENTATIVE DUTIES:

Advises the County Superintendent and executive leadership in the development and revision of policies and regulations, procedures, and organizational initiatives, while day-to-day policy administration and registry maintenance are assigned to the Director of Executive Services and Policy;

Prepares and maintains a variety of annual reports, narrative and statistical reports, records and files including survey data;

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates subordinate work assignments and schedules; reviews work to assure compliance with established standards, requirements, and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities;

Communicates with internal personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborates and discusses various surveys, evaluations, and data for existing and new projects.

Provides executive-level coordination with administrators, personnel, school districts, community partners, public agencies, and outside organizations to support alignment; coordinates activities and

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programs, resolve issues and conflicts, exchanges information, and advances County Superintendent priorities;

Serves as a primary point of coordination between the County Superintendent, executive leadership, assigned departments, and external partners as directed, in coordination with the Deputy Superintendent, Associate Superintendents, and other executive leaders as appropriate;

Develops and manages effective working relationships with SCCOE personnel, school districts, community leaders, and the public.

Cultivates and maintains collaborative relationships with school districts, public agencies, community partners, and statewide education organizations to support coordination, information sharing, and alignment with County Superintendent-priority initiatives;

Provides oversight of executive materials, memos, talking points, speeches, correspondence, briefings, and related documents and presentations for the County Superintendent in assigned topic areas.

Reviews legislation, reports, and other matters affecting SCCOE and advises the County Superintendent regarding related implications, options, and follow-up as appropriate;

Reviews and provides input on selected external communications materials, public information, briefings, and related materials in assigned topic areas, in coordination with the Director of Public Affairs and Communications staff, to support accuracy, alignment, and consistency with the County Superintendent's direction;

Serves as the County Superintendent's designee or representative at events, community meetings stakeholder meetings, local and statewide initiatives and committees as assigned; communicates the County Superintendent's direction and gathers information requiring follow-up or decision; attends and conducts a variety of meetings as assigned, which may occur beyond the normal workday or week.

Directs and aligns the Executive Services Division; coordinates assigned directors, programs, as well as special projects, and initiatives to support coherent implementation of organizational goals, shared values, and guiding principles; provides strategic planning, organization, leadership, direction, and management of Government Relations and Public Affairs and Communications;

Serves as a strategic advisor, sounding board, and executive-level resource to the County Superintendent and serves as staff advisor on a wide-ranging array of matters pertaining to the County Office and the Office of the Superintendent, assigned departments, priority initiatives, partnerships, operations, and stakeholder relationships; as necessary to achieve efficient and effective operations; provides executive-level information and technical information and assistance to the County Superintendent regarding County Office programs, issues, needs, services, activities, and history.

Coordinates implementation of County Superintendent-priority strategic and tactical initiatives; monitors progress, identifies issues requiring attention, and supports timely follow-through across assigned departments, divisions, and external partners;

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Oversees and supports strategic partnerships, grants, special projects, and initiatives assigned to the Office of the Superintendent; facilitates coordination among internal and external partners to support effective implementation and alignment;

OTHER DUTIES:

Performs other duties as assigned.

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

Planning, organization, and direction of the special projects of the SCCOE;
 SCCOE programs and operations; strategic planning, organization, leadership, direction, and management of Government Relations and Public Affairs and Communications;
 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;
 Strategic initiative implementation, stakeholder alignment, partnership support, and organizational problem-solving;
 Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, and direct special projects;
 Excellent communication;
 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, identify matters requiring the County Superintendent's attention, and support timely and effective follow-up;
 Coordinate cross-departmental work, stakeholder relationships, partnerships, and priority implementation;
 Work independently with little direction;
 Plan and organize work;
 Prepare comprehensive executive narrative and statistical reports; correspondence, presentations, and briefings;
 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

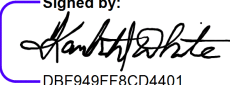
WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

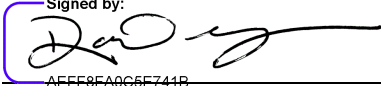
Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;
Dexterity of hands and fingers to operate a computer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

Signed by:

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Approved: Kanika D. White, Ed.D.
Associate Superintendent-Human Resources

Date

Signed by:

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Authorized: Dr. David M. Toston, Sr.
County Superintendent of Schools

Date