

**SANTA CLARA COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

CLASS TITLE: DIRECTOR I – STRONG START PROJECT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools or designee, plan, organize, control and direct the Strong Start Project; manage the day-to-day activities and communications for the Project; serve in an advisory capacity to the Superintendent, Deputy Superintendent, Chief Schools Officer, Director – Early Learning Services and County Office personnel; manage the development and management of partnerships between the County Office, community and other organizations in furtherance of County Office goals; manage projects with internal and/or external stakeholders; manage related policy and advocacy efforts of the County Office; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Strong Start Project; direct project coordination activities including developing and implementing work plans and coordinating with multiple agencies, programs/program directors and stakeholders.

Attend and conduct a variety of meetings with program directors, management of outside agencies, community leaders, government officials, stakeholders and others as needed; represent the Department and Office at various meetings, functions, conference calls or other activities as requested.

Develop project plans; establish goals, build consensus, identify metrics and modes of data collection, identify resources needed, and related activities in the development of project strategies.

Establish and nurture partnerships and engagement with outside organizations, (e.g. school districts, philanthropies, public policy groups, stakeholder organizations, charter management organizations, universities and universities).

Support the public policy, administrative and legislative advocacy efforts of the Department and Office.

Provide technical expertise, information and assistance to the Superintendent, Deputy Superintendent, Chief Schools Officer, Director of Early Learning Services, and others regarding project status and related matters; recommend proper organization structure for the Project and functions.

Direct and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Participate in the preparation and monitoring of a diverse operations budget; apply and observe appropriate fiscal controls.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Strong Start Project.

County Office early learning programs and operations.

Federal and State early learning policy issues.

Federal, State and local political processes/concerns.

Applicable laws, codes, regulations, policies and procedures.

Research and evaluation design and procedures.

Budget preparation and control.

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, control and direct the priority for the Strong Start Project.

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 time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in research and development, educational administration, educational public policy or a related field and four years of related experience.

LICENSES AND OTHER REQUIREMENTS:

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.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 10, 2015



Norma Gonzales
Director-Classified Personnel Services

6/10/15

Date