

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: DIRECTOR I - EDUCATION INITIATIVES & POLICIES**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, plans, organizes, and directs assigned projects, priorities, and research initiatives including education initiatives and policies; manages the day-to-day activities and communications for the initiatives, projects, and policies; serves in an advisory capacity to the County Superintendent, the Superintendent's Cabinet and County Office personnel; manages the development and implementation of partnerships between the County Office, community and other organizations in furtherance of County Office goals; manages projects with internal and/or external partners; manages related policy and advocacy efforts of the County Office as directed; supports general policy review, development, and administrative program functions as assigned; supervises and evaluates the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

- Plans, organizes, and directs advocacy and research initiatives and projects; coordinates activities including developing and implementing work plans and coordinating with multiple agencies, programs/program directors and stakeholders to support organizational priorities, policy, or administrative program matters as assigned.
- Attends and conducts a variety of meetings with program directors, management of outside agencies, community leaders, government officials, partners and others as needed; represents the Department and Office at various meetings, functions, conference calls or other activities as requested including meetings connected to policy development, governance, or administrative program matters.
- Develops project plans; establishes goals, builds consensus, identifies metrics and modes of data collection; identifies resources needed and related activities in the development of project strategies aligned to organizational priorities, policy, or operational objectives as appropriate.
- Establishes and nurtures partnerships and engagement with outside organizations, (e.g., school districts, philanthropies, public policy groups, stakeholder organizations, charter management organizations, universities) including partners involved in general governance, policy, or administrative program topics.

- Supports the public policy, administrative and legislative efforts of the Department and Office in collaboration with Government Relations and as directed; assists with general policy updates, procedural communication, or Education Code–related inquiries as needed.
- Provides technical expertise, information and assistance regarding the status of initiatives and related matters; responds to general policy, governance, or regulatory questions as appropriate.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
- Conducts research, writes reports, prepares slide decks and other documents regarding education initiatives including childcare for dissemination and publication, and prepares general narrative or statistical reports that support organizational planning, policy development, or administrative programs.
- Supports the implementation of projects; tracks and reports progress and prepares regular updates; contributes to related organizational planning, evaluation, or operational efforts as assigned.
- Conducts and attends a variety of meetings as assigned; proposes agenda items, secures speakers, and engages with partner groups; participates in committees as assigned.
- Collaborates as a member of assigned internal and external committees.
- Monitors cross-departmental implementation of initiatives to maintain efficiency, quality, and alignment with organizational goals.
- Provides timely responses and assistance to support effective collaboration, advocacy and communications, including communication regarding policies, procedures, or Education Code–aligned guidance as needed.
- Participates in the preparation and monitoring of a diverse operations budget as assigned; applies and observes appropriate fiscal controls.
- Advises on high-level operational decisions and sensitive matters requiring discretion and sound judgment.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

**OTHER DUTIES:**

- Performs other duties as assigned.

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

- Planning, organization and direction of County Office programs and operations.
- Federal and State early learning policy issues.

- Federal, State and local political processes/concerns.
- Applicable laws, codes, regulations, policies and procedures including general Education Code concepts relevant to policy and administrative programs.
- 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 priorities
- 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 timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

**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 research and development, educational administration, public policy, public administration, business administration or a related field, and
- Four years of related experience in organizational operations, policy analysis, government relations, including experience in project management and including at least three years at the supervisory level.

**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.

**HAZARDS:**

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Ca. Gov. Code § 3100

Approved by Personnel Commission: June 10, 2015

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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 1/21/26