

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: DIRECTOR I - POLICY DEVELOPMENT & ADMINISTRATIVE PROGRAMS

#### BASIC FUNCTION:

Under the direction of the Deputy Superintendent, develops and manages the Santa Clara County Office of Education (County Office) policies and regulations; provides information on current educational data, events, and law affecting education; assists school districts and members of the public in the area of school district organization and Education Code requirements; serves as the Superintendent's designee to the County Committee on school district organization; assists school districts and members of the public in attendance transfer and expulsion appeals; serves in an advisory capacity to the Superintendent, Deputy Superintendent, County Office Board of Education, County Office personnel, school districts, and the public on issues of school district organization, policy, education code, elections, and educational data.

#### REPRESENTATIVE DUTIES:

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

#### ESSENTIAL DUTIES:

Serves as the County Superintendent's designee to the County Committee on school district organization; receives and reviews inquiries from the public, school districts, and the media; coordinates County Committee public hearings and public meetings; analyzes the Education Code to develop and present reports for the County Committee; prepares documents related to school district organization, including maps, data analysis, legal notices, and notifications to public agencies.

Advises the Superintendent, Deputy Superintendent, and cabinet in the development and revision of policies and regulations for the County Office of Education Board (County Office Board) and the County Office; identifies policy priorities and issues; researches and writes policy and regulations in collaboration with County Office personnel, the Superintendent's Cabinet, and the County Office Board subcommittee.

Manages timelines for revising and updating County Office policies and regulations; ensures effective and timely communication for newly developed or revised policies and procedures for affected staff; assists in the organization, development, and delivery of training related to policy implementation.

Assists the Deputy Superintendent and Superintendent in scheduling, researching, and communicating on relevant trainings for the Board members on the topics of inter-district transfers and expulsion hearings.

Directs and manages attendance and expulsion appeals; coordinates the collection of information and preparation of required documents for use in appeals; prepares and maintains individual case notes and related files; composes and distributes a variety of correspondence and informational materials.

Provides resources and technical assistance to schools, districts, students, parents, outside agencies and the public concerning attendance and expulsion issues; responds to inquiries and provides information concerning practices, policies, procedures, laws and regulations; presents data and information regarding school district organization and school governance issues to school districts.

Analyzes and make recommendations on changing school district boundaries and reorganizing school districts; reviews financial impact, community identity, and impact on facilities and education.

Prepares and maintains a variety of narrative and statistical reports, records and files including survey data, demographic data, assessment data, and feasibility studies; submits reports to appropriate committees or departments; assists the County Office and school district administration in the data and program evaluation, research, and survey design; discusses plans for program evaluation survey design and data needs.

Prepares and coordinates election documents for school district ballot measures and board elections.

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, and 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 other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchange information; collaborates and discusses various surveys, evaluations, and data for existing and new projects.

Develops and manages effective working relationships with County Office personnel, school districts, community leaders, and the public to support the assigned job functions.

Operates a computer and assigned software programs; operate other office equipment as assigned.

Drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal work day or work week.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and development of policies and regulations.

Survey and program evaluation design methods.

Data analysis, synthesis, control procedures, statistical and narrative data analysis.

Applicable laws, statues, codes, regulations, policies and procedures, related to public education agency administration, regulation and policy development, including the Brown Act, and student attendance.

Practice and information pertaining to mapping, school boundaries, and property funding.  
County Office organization, policies, procedures, and objectives.  
Policies and objectives of assigned program and activities.  
Record-keeping and filing techniques.  
Operation of a computer and assigned software.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.

**ABILITY TO:**

Plan, develop, research, write, recommend, interpret, explain, advise, and organize policy and regulations.  
Provide consultation and technical expertise related to application and interpretation of agency policies.  
Serve in an advisory capacity to the Superintendent, Deputy Superintendent, and County Office staff.  
Educate and support others in their knowledge and understanding of agency policies.  
Design surveys and program evaluation plans.  
Explain complex data and results to a variety of audiences.  
Research, prepare, and write comprehensive narrative and statistical reports and presentations for various audiences.  
Train and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing and make public presentations.  
Analyze and properly apply rules, regulations, policies and procedures.  
Coordinate and direct communications, information, and resources to meet County Office needs and assure smooth and efficient activities.  
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 minimal direction.  
Plan and organize work.  
Maintain records and files.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master's degree in research and evaluation, public policy, education, or a law degree, or related field and five years increasingly responsible experience in policy development and research, including experience researching and analyzing California public sector education and employment law. Policy development and research experience in public educational agencies is preferred.

**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 23, 2011; Revised: 10/10/12; Revised Approval: December 14, 2016



---

Kristin Olson  
Director-Classified Personnel Services

Date: 12/14/16