

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR I - SPECIAL PROJECTS**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, plans, organizes, controls and directs the priority special projects of the Superintendent and Deputy Superintendent; assists with coordination and negotiation with contract clients; 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 totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Plans, organizes, controls and directs the priority special projects of the Superintendent and Deputy Superintendent; directs project coordination activities including developing and implementing work plans and coordinating with multiple programs/program directors and stakeholders; develops RFP and contract for contract services and oversees contract implementation; develops relationships with outside agencies.

Attends and conducts a variety of meetings with community leaders, government officials, stakeholders and others, as needed; represents the Deputy Superintendent at various meetings, functions, conference calls or other activities, as requested.

Develops strategic plans; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of strategic plans.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

Serves in an advisory capacity and provides technical expertise, information and assistance to the Deputy Superintendent, Superintendent, Board, and others regarding project status and related matters; recommends proper organization structure for assigned programs and functions.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information; provides counsel and guidance to colleagues in areas related to program development and evaluation, grant development, and other areas, as needed.

Participate in various fund and grant development, planning and implementation activities; conduct negotiations for contract services; assist with development and coordination of contract work within the office.

Assists the Deputy Superintendent with the coordination of the evaluation and research function; analyzes and monitors research projects and initiatives.

Participates in the preparation and monitoring of a diverse operations budget; applies and observes appropriate fiscal controls.

Operates a computer and assigned software programs; operates 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 direction of the special projects of the County Office.

County Office programs and operations.

Federal and State educational policy issues.

Federal, State and local political processes/concerns.

Applicable laws, codes, regulations, policies and procedures.

Research and evaluation design and procedures.

Contract development.

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 special projects of the Superintendent and Deputy Superintendent.

Serve in an advisory capacity to the Superintendent, Deputy Superintendent, Board of Education, County Office personnel and public official.

Assist with coordination and negotiation with contract clients.

Develop and implement grants.

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.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

**Option 1:**

- Master’s and Bachelor’s degree from an accredited college or university in research and development, educational planning, or a field relevant to the position, and
- Equivalent to four years of increasingly responsible and complex work experience directly relevant to the position.

**Option 2:**

- Possession of a valid and appropriate Administrative Credential and sufficient teaching experience, or otherwise to qualify for an Administrative Credential,
- Valid teaching credential,
- A Master’s and Bachelor’s degree from an accredited college or university in education or a field relevant to the position, and
- Successful leadership experience, such as Assistant Principal, Principal, or other leadership positions relevant to the position.

**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 9, 2015; December 14, 2016



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Kristin Olson  
Director-Classified Personnel Services

Date: 12/14/16