

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### DIRECTOR II - GRANT PROJECTS

#### BASIC FUNCTION

Under the direction of the Chief Schools Officer, plans, organizes, controls and directs the priority grant projects of the Superintendent and Deputy Superintendent in collaboration with the California Department of Education (CDE); assists with coordination and negotiation with contracted consultants; supervises and evaluates the performance of assigned personnel; provides technical assistance and support to CDE-identified local educational agencies (LEAs) in building, monitoring, and sustaining programs to increase inclusion of students with disabilities throughout the state; develops, plans and implements professional development; develops relationships with outside agencies at the state and national levels.

#### REPRESENTATIVE DUTIES

##### ESSENTIAL DUTIES:

In collaboration with the assigned Contract Monitor(s) for the CDE, develops the application and selection process, as well as aligned deliverables, for LEAs' participation in grant projects; assures alignment of goals and objectives with CDE in meeting federal requirements under the Individuals with Disabilities Education Act, Parts B and C, and the California State Performance Plan and Annual Performance Report Indicators 5 and 6, focused on least restrictive environment.

Oversees, coordinates, and manages the creation of professional development and technical assistance for programs and LEAs across the state; conducts training programs on a variety of subjects related to supporting inclusion; maintains current evidence-based practice information to support trainings and programs at local, state and national levels.

Establishes and oversees contracts with grants and contracted consultants, including institutions of higher education and other County Offices of Education that support the scope of work; oversees, maintains and provides budgets and reports for contracts and grants according to established timelines and reporting requirements per the CDE.

Directs, designs, and oversees the creation and maintenance of materials for virtual and in-person technical assistance including Web-based resources.

Leads the identification, recruitment and evaluation of support staff.

Oversees resource and tool selection/ development to utilize with LEAs to increase inclusive practices; leads the establishment and facilitation of statewide webinars for all participating LEAs; leads the design and implementation of institutes for participating LEAs; oversees the development and preparation of all reports and support documentation to be provided to the CDE.

Provides technical expertise, information and assistance to the Chief Schools Officer and the Deputy Superintendent regarding progress toward goals, objectives, and deliverables related to assigned grant projects; communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Provides leadership to staff and outside consultants to implement a self-assessment and improvement process utilizing established state and federal protocols.

Attends and conducts a variety of meetings as assigned; facilitates meetings and oversees the development of collaborative projects with CDE and other educational institutions; compiles, reviews, analyzes and evaluates outcomes and results and develops informational reports and action plans to present to the CDE; collaborates with the Inclusion Collaborative and other partner entities throughout the state as appropriate to fulfill grant requirements.

**OTHER DUTIES**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

Title V regulations;

Local Control Funding Formula/Local Control Accountability Plan;

Federal and State program regulations, performance standards and policies applicable to the management and administration of assigned programs;

IDEA Part B and C program procedures and requirements;

Early Childhood Special Education and General Education regulations;

California Commission on Teacher Credential Teaching Standards;

Inclusive Practices; Budget preparation and control;

Oral and written communication skills;

Principles and practices of administration, supervision and training;

Applicable laws, codes, regulations, policies and procedures;

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize and direct programs throughout the county and state;

Direct, develop and implement program goals, strategic plans, objectives, policies and procedures;

Oversee, facilitate, plan, develop, implement and maintain community partnerships with school districts, early child care programs, and community and state agencies;

Direct the development, planning and implementation of professional development seminars for LEAs at the County, State and national levels;

Forecast and identify important on-going trends and long-term planning and sustainability for programs;

Lead and coordinate project or program staffing and budget expenditures;

Oversee and direct training programs on a variety of subjects related to supporting inclusion;

Oversee the design and coordination of the website and materials including training flyers;

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

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree with coursework in education or education administration or related field and four (4) years increasingly responsible program administration experience including working in inclusive education settings for at least two (2) years.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential;  
Valid California driver's license.

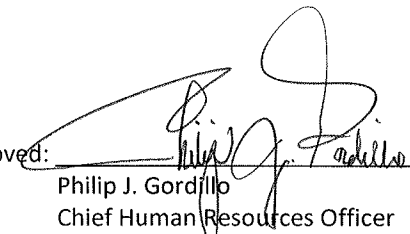
**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and remote work environment with local, state, and national travel as needed;  
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:  \_\_\_\_\_ 5/22/17 \_\_\_\_\_  
Philip J. Gordillo Date  
Chief Human Resources Officer