

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR III - DATA GOVERNANCE PROJECTS**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, plans, organizes, controls and directs the priority special projects relating to data control and management for the Superintendent and Deputy Superintendent; serves in an advisory capacity to the Superintendent, Deputy Superintendent, Board of Education, County Office personnel and public officials; assists with coordination and negotiation with contract clients; supervises and evaluates the performance of assigned personnel; serves as a liaison to the Silicon Valley Regional Data Trust ("SVRDT").

#### **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 related to data governance and data warehousing for 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 RFPs and contracts for contract services and oversees contract implementation; develops policies and procedures; develops relationships with outside agencies.

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

Develops strategic plans pertinent to data control; establishes goals and recommends policy related to data governance, builds consensus in achieving goals, identifies metrics and modes of data collection, storage, and management, develops data dash boards, identifies resources needed, in the development of strategic plans for data governance and use, with particular focus on the data housed in the Data Zone for Santa Clara County Office of Education ("SCCOE") programs, schools, and school districts using Zone Data.

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

Provides technical expertise, information and assistance to the Deputy Superintendent, Superintendent, Board and others regarding project status and related matters; assists in the formulation and development of policies, procedures, and programs; 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 related to the use of data; provides counsel and guidance to colleagues in areas related to data driven decision making, grant development, expulsions, inter-district transfers, and other areas as needed.

Participates in various fund and grant development, planning and implementation activities; conducts negotiations for contract services; assists with development and coordination of contract work related to the role of liaison and data governance.

Assists the Deputy Superintendent with coordinating, researching, and evaluating the implementation of sound data governance programs.

Assists the Deputy Superintendent with the identification of data stewards for specific data collection and identification.

Assists the Deputy Superintendent with the oversight and implementation of data retention policies and procedures.

Participates in the preparation and monitoring of a project 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.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the special projects for data governance of the County Office.

Data driven decision making and data warehousing.

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 related to data governance for 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 data management, public policy, research and development, or a field relevant to the position, and
- Equivalent to five years of increasingly responsible and complex work experience in an educational environment 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: April 13, 2016



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Kristin Olson  
Director-Classified Personnel Services

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