

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR III – EARLY LEARNING DATA GOVERNANCE**

#### **BASIC FUNCTION:**

Under the direction of the County Superintendent or designee, plans, organizes, controls and directs the priority early learning focused special projects relating to data control and management; serves in an advisory capacity to the County Superintendent, Santa Clara County Office of Education (SCCOE) personnel, school districts, early learning providers and public officials; assists with coordination and negotiation with contract clients; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plans, organizes, controls and directs the priority special projects related to data governance and data warehousing for early learning and its integration into K-12 data systems for the County Superintendent; directs project coordination activities including developing and implementing work plans and coordinating with multiple programs/program directors and stakeholders; develops Requests for Proposal 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 early learning data governance; represents the County Superintendent at various meetings, functions, conference calls or other activities as requested.

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 SCCOE programs, early learning programs and partners, schools, and school districts.

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 County Superintendent, County Board of Education, Cabinet members 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.

Convenes stakeholders and work groups to advance the integrated, ethical and practical use of data systems, data warehousing and data access.

Assists in the development of related activities for data access for parents and other stakeholders as required.

Directs the development of reports to map out the existing systems of data use in early learning, the types of data elements collected, and prepare recommendations and ongoing guidance for data systems in early learning.

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.

Assist in the collaboration of data systems expansion and integration with the California Department of Education and other state agencies as needed.

Assists the County Superintendent with coordinating, researching, and evaluating the implementation of sound data governance programs, policies, regulations and protocols for early learning programs and their integration into K-12 systems.

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

Assists the County 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 early learning projects for data governance of the SCCOE;

Data-driven decision making and data warehousing;

SCCOE 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 early learning projects related to data governance for the County Superintendent;

Serve in an advisory capacity to the County Superintendent, County Board of Education, SCCOE personnel and public officials;

Assist with coordination and negotiation with contract clients and funders;

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 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:**

Valid and appropriate California Administrative Services Credential and sufficient teaching experience, or otherwise to qualify for a California Administrative Services Credential;

Valid California Teaching Credential;

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: Anisha Munshi 3/11/19  
Anisha Munshi, Ed.D. Date  
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 3/11/19  
Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools