

## SANTA CLARA COUNTY OFFICE OF EDUCATION

**Class Title: DIRECTOR III - EDUCATIONAL TECHNOLOGY AND LEADERSHIP**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Professional Learning and Instructional Support, provides leadership, plans, organizes, controls and creates goals, and directs operations, and activities for the Educational Technology and Leadership Department; coordinates information and organizes activities to ensure smooth and efficient program operations; collaborates with other departments within and across divisions. Supervises and evaluates the performance of assigned personnel.

### **Representative Duties:**

#### ESSENTIAL DUTIES:

Directs, plans, organizes, supervises, evaluates, leads and coordinates the operations and activities for the Educational Technology and Leadership Department; specific areas include Educational Technology, Computer Science, and Leadership; facilitates and manages collaborative efforts with other departments, divisions, external agencies, districts and schools.

Ensures assistance provided to districts and partner agencies are aligned with the vision, goals, and principles of the Santa Clara County Office of Education.

Grounds services and assistance in evidence-based methodologies, such as Improvement Science and Implementation Science.

Collaborates with district and school administrators to conduct needs assessments and plan professional learning opportunities primarily in the areas of Education Technology, Computer Science and Leadership.

Provides guidance and support with education technology pedagogy, instructional practices, assessment and grading practices.

Cultivates relationships with Santa Clara County school districts, local institutions of higher learning, and other community partners; creates and develops outreach activities; provides technical assistance to district and site administrators regarding best instructional practices, equity, universal access, common core state standards and college and career readiness.

Provides content area and technical expertise; develops, creates, and leads the implementation of innovative professional learning opportunities; oversees the development of proprietary resources and professional learning templates/guides to support Santa Clara County school districts in the implementation of CCSS.

Provides support to administrators through professional development coaching, mentoring, and serving as a content expert to assist schools and districts

Manages development and implementation of short and long term goals, objectives, policies, and priorities for assigned programs, including the development of various training programs within the Professional Learning and Instructional Support Division.

Evaluates the effectiveness and efficiency of service delivery methods and procedures; assigns and monitors workloads; conducts continuous improvement cycles of inquiry; implements identified improvements.

Collaborate with other Santa Clara County Office of Education departments such as fiscal, student services, special education, and all related divisions.

Organizes tools and uses practices that promote collaboration, timely communication, and transparency.

Manages and develops the department budget; forecasts additional funding needed for staffing, equipment, materials, supplies; reviews and approves expenditure requests of assigned personnel.

Directs the development and implementation of financial funding and grants to support program goals.

Develops and provides communication and marketing collateral to promote programs and services including a robust online presence.

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

Participates in a variety of meetings for the purpose of gathering and conveying information regarding a variety of subjects required to carry out administrative responsibilities.

Provides leadership and expertise to statewide curriculum committees and task forces.

Provides guidance and support in assessments, grading, and Educational Technology pedagogy.

Remains abreast of new trends and innovations in the field of education.

Maintains awareness and ensures compliance with relevant State and Federal laws and regulations, Santa Clara County Office of Education Board Policies, Superintendent Policies and Administrative Regulations.

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

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the Educational Technology and Leadership Department;  
Principles and practices of administration, supervision and training;  
Budget preparation and control;  
Online learning research base;  
Grant and budget preparation and management;  
Educational technology applications, software and training techniques;  
Web applications and development techniques;  
Oral and written communication skills;  
Applicable laws, codes, regulations, policies and procedures;  
Interpersonal skills using tact, patience and courtesy;  
Operation of a computer and assigned software

**ABILITY TO:**

Plan, organize, control and direct the vision, operations and activities for the Educational Technology and Leadership Department;  
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:**

Any combination equivalent to: Master's degree in computer science, business administration, educational administration or related field and eight (8) years increasingly responsible experience in the administration of technology programs and instructional support activities including, five (5) years supervisory experience in technology.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid California Teaching Credential  
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 9/9/19.  
Anisha Munshi, Ed.D. Date  
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 9/9/19  
Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools