

Santa Clara County Office of Education

CLASS TITLE: DIRECTOR III – K-12 DATA GOVERNANCE

BASIC FUNCTION:

Under the direction of the Superintendent, serves in an advisory capacity to the Superintendent, County Board of Education, County Office personnel, government agencies and public officials on the development of the data governance and infrastructure for Multi-Tiered Systems of Support (MTSS) in advancing SCCOE equity goals; coordinates policies and practices that guide the development and use of intervention models focused on closing the equity gap at all levels of operation; and in this role, assists with the Silicon Valley Regional Data Trust (SVRDT) initiative; jointly oversees DataZone, School Linked Services and FosterVision applications and their integration with school district PK-12 data in the Santa Clara County DataZone as well as their integration with county's agencies and partners.

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, and directs priority projects related to SCCOE's data governance and intervention services for the Superintendent;

Coordinates the development and implementation of work plans to advance intervention services with multiple programs, program directors and stakeholders;

Guides the SCCOE data services management team in overseeing the design and development of the technical requirements for intervention services applications;

Guides the SCCOE data services management team in using standard project management methodologies to ensure the successful and timely delivery of projects; provides regular reports on project status to the Superintendent;

Supports the development and delivery of data-based intervention services at districts and partner agencies, including Student Study Teams/Instructional Support Teams (SST/IST), School Linked Services, MTSS supports, Response to Intervention (RTI) programs, and other evidence-based models;

Develops contracts for contract services and oversees contract implementation;

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

Establishes strategic goals and recommends policies related to the broad goals of intervention services, builds consensus in achieving goals, and identifies data collection, storage, and management processes, with particular focus on SCCOE initiatives, school districts, external partners and the SVRDT;

Provides technical expertise, information and assistance to the Superintendent, County Board and others regarding project status and related matters;

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 and other areas as needed.

Participates in various fund and grant development, planning and implementation activities;

Builds on and leverages the SCCOE DataZone data warehouse and SVRDT data integration efforts, including memorandums of understanding and cross-agency data sharing agreements.

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

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

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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 related to student information and data privacy;
Research and evaluation design and procedures;
Contract development;
Organizational development practices and procedures;
Budget preparation and control;
Principles and practices of administration, supervision and training;
Interpersonal skills using tact, patience and courtesy

ABILITY TO:

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 timelines;

Work in a fast-paced, entrepreneurial environment.

EDUCATION AND EXPERIENCE:

Possession of a valid and appropriate California Administrative Services Credential or demonstrated eligibility to qualify for a California Administrative Services Credential;

Valid 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 Principal or other leadership positions relevant to the position preferred.

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 6/6/19
 Anisha Munshi, Ed.D. Date
 Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 6/6/19
 Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools