

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR IV – EXECUTIVE SERVICES

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, directs assigned departments; develops and manages policies and regulations; provides information on current educational data, events, and law affecting education; assists school districts and members of the public in the area of school district organization and Education Code requirements; serves as the Superintendent's designee to the County Committee on school district organization; assists school districts and members of the public in attendance transfer and expulsion appeals; serves in an advisory capacity to the County Superintendent, school districts, and the public on issues of school district organization, policy, education code, elections, and educational data.

The programs and services for which this position has responsibility include Charter Schools, Communication Services, Inter-district Attendance and Expulsion Appeals, Monitoring and Compliance, Policy and Procedure Development, Grants, Partnerships and Operations, special projects and initiatives as well as school district services for board elections, district organization and residency information.

REPRESENTATIVE DUTIES:

Serves as staff liaison for the County Superintendent to the County Committee on school district organization;

Advises the Superintendent and Cabinet in the development and revision of policies and regulations for the SCCOE;

Maintains a current registry of policies and administrative regulations;

Assists the County Superintendent in scheduling, researching, and communicating on relevant trainings for leadership and Board members on the topics of inter-district transfers and expulsion hearings.

Directs and manages attendance and expulsion appeals; coordinates the collection of information and preparation of required documents for use in appeals; prepares and maintains individual case notes and related files; composes and distributes a variety of correspondence and informational materials; facilitates the process with excellent communication with families and school district personnel.

Provides resources and technical assistance to schools, districts, students, parents, outside agencies and the public concerning attendance, enrollment, and expulsion issues; responds to inquiries and provides information concerning practices, policies, procedures, laws, and regulations.

Analyzes and make recommendations on changing school district boundaries and reorganizing school districts, reviews financial impact, community identity, and impact on facilities and education.

Prepares and maintains a variety of annual reports, narrative and statistical reports, records and files including survey data,

Collaborates with the Registrar of Voters to facilitate a strong partnership related to elections; prepares and coordinates election documents for school district ballot measures and board elections.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements, and procedures; assures employees understanding of established requirements; directs the development and implementation of staff development activities.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchange information; collaborates and discusses various surveys, evaluations, and data for existing and new projects.

Develops and manages effective working relationships with SCCOE personnel, school districts, community leaders, and the public.

Prepares memos, talking points, speeches, correspondence, and presentations for the County Superintendent in assigned topic areas.

Represents the County Superintendent at events, community meetings and committees as assigned; attends and conducts a variety of meetings as assigned, which may occur beyond the normal workday or week.

Oversees and supervises programs and services including Charter Schools, Public Affairs, Inter-district Attendance and Expulsion Appeals, Policy and Procedure Development, as well as special projects, initiatives and school district services for district board elections, district organization and residency information.

Provides advice and counsel to the County Superintendent and serves as staff advisor on a wide-ranging array of matters pertaining to the County Office as necessary to achieve efficient and effective operations. Serves as a sounding board and provides technical information and assistance to the County Superintendent regarding County Office programs, issues, needs, services, activities, and history.

OTHER DUTIES:

Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Planning, organization, and direction of the special projects of the SCCOE;
 SCCOE programs and operations;
 Federal and State educational policy issues;
 Applicable laws, codes, regulations, policies, and procedures;
 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, and direct special projects;
 Excellent communication;
 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.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
 Demonstrates emotional intelligence;
 Models inclusive, effective, and authentic communication;
 Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions;
 Builds and sustains positive, trusting relationships;
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's Degree in education or related field and five (5) years of experience in a certificated position including three (3) years in an administrative capacity; Doctoral degree in educational leadership preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
 Valid California Elementary or Secondary 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;
 Seeing to read a variety of materials;
 Walking, bending, reaching, standing, and stooping;


May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;
Dexterity of hands and fingers to operate a computer keyboard.

Signed by:

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Approved: Khushwinder Gill, Ed.D.
Assistant Superintendent-Personnel Services

Date

Signed by:

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Authorized: Dr. David M. Toston, Sr.
County Superintendent of Schools

Date