Santa Clara County Office of Education

MANAGER-INTEGRATED DATA

BASIC FUNCTION

Under the direction of the Director-Integrated Data, Research, and Evaluation, represents the County Superintendent, Cabinet and County Office in managing the SCCOE'S data services implementation; performs project leadership, initiates and manages communication with district administrators and teachers, public agencies, and the SCCOE Technology Services Branch as appropriate; provides technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of partner districts regarding project status, structure, planning and execution; manages the district implementations and provides training and support to the data warehouse user community in using data to improve student and community outcomes.

ESSENTIAL DUTIES:

Develops a deep understanding of school and district operations, research and evaluation methodologies, data systems, and best practices for continuous improvement in education and uses this understanding to support data governance activities.

Develops the mission, vision, and strategic plan for delivering high quality data solutions in the county, region, and state in collaboration with the SCCOE data services management team.

Defines strategy objectives, establishes metrics, and manages the complete life cycle from district recruitment to staff training and implementation; refines strategies based on shifting context, political climate and district needs and partnerships; identifies high-leverage opportunities for accomplishing these goals.

Manages the life cycle of school district, agency, or other engagements for SCCOE data services from visioning and planning to end user training, implementation, and evaluation.

Manages districts' engagement with the SCCOE data warehouse team to improve the quality, comprehensiveness, alignment, and coherence of the dashboards.

Develops case studies of SCCOE's effective support on data infrastructure, technology, and applications of innovative data use by districts involved in the data warehouse user community.

Provides guidance to end users on how data is used for continuous program improvement, to improve outcomes for students and inform professional practice.

Builds the relationships and communications networks necessary to ensure that potential users leverage SCCOE's data services effectively.

Provides professional development, training, and technical assistance to districts and/or recommends helpful resources.

Santa Clara County Office of Education

Acts as liaison between districts, the SCCOE data warehouse team and other teams/partners as identified; organizes and coordinates meetings of the data warehouse user community; organizes, plans, and coordinates meetings of data partners, organizations and key field experts sponsored by the SCCOE; represents the SCCOE externally at meetings, conferences, and presentations.

Assists districts in analyzing data to conduct meaningful data analysis and works with the SCCOE data warehouse team to create additional visualizations that draw meaningful connections to enhance student support.

Develops training tools such as protocols, webinars, workshops, manuals, videos, etc., to ensure end users have the capacity to effectively use data.

Establishes data governance policies and procedures; communicates data governance best practices with districts and others; manages data governance training while delivering data services in collaboration with the SCCOE data services management team.

Develops case studies of SCCOE's effective support on data infrastructure, technology and applications of innovative data use by districts involved in the data warehouse user community.

Maintains a breadth of knowledge and develops briefs and reports about research, current trends, best practices, emerging issues, policy interventions, and innovations in using data and evidence to drive policy and practice improvements.

Supports the Office of the Superintendent and the Director-Integrated Data, Research, and Evaluation on building vision, strategic plans and goals for strengthening the data warehouse and its relationship to the Silicon Valley Regional Data Trust.

Reflects quarterly on efficacy of strategy and makes adjustments as needed; continues to develop, evaluate and refine program in collaboration with the SCCOE data services management team.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Technical and data skills in order to be able to access, visualize and analyze data;
Experience working with Microsoft Power Business Intelligence or other reporting software;
Demonstrated success mobilizing partners and communicating importance of data for organizational school district improvement;
K-12 education and policy trends and demonstrated success working with education, organizations, foundations, and other nonprofit and policy leaders;
Current research, trends, best practices, emerging issues, policy interventions, and innovations in using data and evidence to drive policy and practice improvements;
Research and evaluation methodologies, data systems, and best practices for continuous improvement in education;
Data governance concepts, terminology, and best practices;
Project management concepts and tools; strategic planning and goals analysis;
Principles, practices, methods and terminology of school and district administration;

Santa Clara County � Office of Education

Budget development and management

ABILITY TO:

Work with experts to design and monitor the internal data architecture for the data warehouse;
Source, access and download applicable education, health, youth research and resources of relevance;
Define program objectives, establish metrics, monitor, and evaluate progress, and manage projects independently from conception to completion;
Flexible, strategic thinking and analytical skills and creative problem-solving ability;
Excellent organizational skills and judgment; ability to prioritize work to meet deadlines;
Excellent communication and interpersonal skills.
Mobilize partners and communicate the importance of data for improvement of students and communities;
Access, visualize, and analyze complex data sets using data standard data visualization tools such as Microsoft Power BI or other reporting software;
Plan and manage complex projects using standard project management concepts, terminologies, and tools.

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 knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE

Master's degree in education, education leadership or related field.
Relevant Work Experience: 3-5 years required school administration and data management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching/Pupil Personnel Services Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:
Office environment;
Driving a vehicle to conduct work;
Evening or variable hours to attend meetings or conferences

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations;

Santa Clara County Office of Education

Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials;
Sitting or standing for extended periods of time

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larry Oshodi   11/30/2022 | 10:25 AM PST

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Approved: Larry Oshodi   Date
                     Assistant Superintendent-Personnel Services

Revised 11/30/22: Title changed from Manager-Data Services to Manager-Integrated Data

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