

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL ASSISTANT TO THE COUNTY SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, oversees and directs the day-to-day operations of the Office of the Superintendent; coordinates, monitors, and directs a variety of high-level administrative and analytic duties; works in a lead capacity on high-level and high-profile projects for the County Superintendent; supervises, trains, and evaluates the performance of assigned personnel.

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:

Oversees and directs the day-to-day operations of the Office of the Superintendent including but not limited to analyzing, designing and implementing systems and processes, recordkeeping systems, requisitions for personnel, maintenance, equipment, and supplies, staffing adjustments and work redistribution for absences and overload, handling staff conflicts and complaints, and ensuring emergency preparedness.

Serves as communications liaison between the County Superintendent and the County Board of Education, district superintendents, State Department of Education, and other regional and national agencies, boards, commissions, associations, community groups, and officials.

Plans and coordinates complex, large-scale, special events and meetings including site logistics, speaker engagements, budget tracking, participant feedback, and lessons learned.

Researches, obtains, reviews, and prepares reports on policy, procedure, and practices pertaining to County Office governance, operations, and management; records management principles and practices, including legal requirements for recording, retention, storage and disclosure.

Compiles performance metrics reflecting the operational status of the major SCCOE divisions and programs.

Researches and interprets Education Code, government code and other legal regulations to make recommendations on the best course of action in a variety of situations.

Delegates assignments, reports and projects to executive management; tacks and follows up to ensure that the completion of work is timely and meets all required standards.

Manages confidential projects and conducts a variety of high-level and high-profile special assignments related to the business of the Office of the Superintendent.

Composes, drafts, reviews, formats, proofreads bulletins and correspondence on behalf of the County Superintendent, including those to be distributed to the County Board of Education.

Directs the preparation and publication of agendas, notices, meeting minutes and other official procedural items according to laws, regulations and policy; gathers business issues, related materials, and prepares the agenda for assigned committees and meetings.

Attends board and committee meetings; records and maintains the official public and closed session proceedings; prepares and maintains the official minutes of all meetings; maintains resolutions, ordinances, and other documents.

Screens and prioritizes mail, phone calls, visitors, and meeting requests.

Collates, prioritizes, analyzes, reviews, and ensures completeness of complex materials for the County Superintendent's review and signature.

Prepares or directs the preparation of presentations and associated presentation material to be delivered by the County Superintendent.

Maintains a calendar of meetings, due dates and tasks, and coordinates business meetings and travel.

Explains and interprets information regarding policies, procedures, programs, and operations.

Reviews documents, presentations, and associated presentation materials to be presented to the County Board of Education.

Ensures follow-up communications are completed and distributed post meetings, site visits, and special events on behalf of the County Superintendent.

Prepares and maintains a variety of complex lists, records and reports related to assigned duties; establishes and maintains filing systems; creates templates and inputs a variety of information.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

Attends meetings as assigned by the County Superintendent which may include meetings of the Santa Clara County Board of Education.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

County Office of Education operations, structure, policies and procedures.

Structure, bureaucracy, and communications protocols of the California public education system and officials.

Brown Act regulations for public meetings.

Roberts Rules of Order.

Business correspondence formatting.

English grammar, spelling, punctuation, sentence structure, and document composition.

Principles of organizational effectiveness.

Principles of qualitative research.

Electronic communications devices and software applications.

Electronic document management systems.

Electronic project management and meeting coordination software applications.

Publication and Internet search techniques.

Fundamental concepts of employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA; principles of progressive discipline; and applicable provisions of collective bargaining agreements.

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:

Direct and evaluate the performance of assigned staff.

Analyze situations accurately and adopt an effective course of action.

Obtain facts and data pertaining to an issue or question.

Work with electronic hardware and software applications.

Respond positively to change and modify behavior as the situation requires.

Focus on the details of work content, work steps, and final work products.

Proactively obtain and share information.

Engage effectively in dialogue.

Communicate effectively both orally and in writing.

Attend to the needs and expectation of customers.

Represent the organization in a positive manner.

Collaborate with others to achieve shared goals.

Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.

Plan and track projects to ensure they are on-time, on-budget, and that objectives are achieved.

Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

Work independently with little direction.

Work on the County Superintendent's schedule which may include early mornings, evenings, weekends, and on-call hours.

Drive personal vehicle between work sites.

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:

A master’s degree in education, business, public administration, communications, public policy, law or related field and five years’ experience in a business management or executive assistant role reporting to a senior executive, superintendent, or cabinet member. Experience organizing and directing multiple teams and departments, planning and leading strategic initiatives and supervising and evaluating staff required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Project management certificate preferred.

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.
Sitting or standing for extended periods of time.

Approved by Personnel Commission: June 14, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 6/14/23