

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ASSISTANT DIRECTOR - STRATEGIC INITIATIVES

#### BASIC FUNCTION:

Under the direction of the assigned director, designs and implements strategic projects and initiatives related to the integration of health, mental health, and education systems; assists in the oversight of the daily operations, management, and administration of the Wellness Programs; supervises technical assistance and professional development for wellness related services; works closely with executive leaders throughout Santa Clara County and the State of California providing strategic guidance and project management oversight on quality initiatives, administration, and organizational growth and leadership, in the areas of health and wellness.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Leads and/or partners with other leaders to advance initiatives and projects that achieve the organization and/or Division strategic goals to advance health and wellness throughout the state and county.

Leads and participates in committees for project planning and implementation.

Manages the coordination of department leadership activities, including collaborating on agenda, review of relevant materials, pre-meeting briefing, and post-meeting follow-up with staff.

Supervises administrative staff and assigns projects and assignments.

Assists in the development and maintenance of partnerships with a wide variety of public and private agencies to provide support and services to educators, students and families through school-based wellness programs including wellness centers.

Establishes metrics and dashboards to monitor progress of strategic initiatives.

Ensures data collection, analysis, evaluation, and reporting of the individual and county-wide impact of services on students regarding Health and Wellness Programs, including school-based wellness centers.

Assists in the development of a strategic communications plan and various required reports.

Works in collaboration with department leadership to develop written updates on the implementation on health and wellness strategic initiatives.

Prioritizes incoming projects and assists with developing project deliverables.

Writes, oversees, manages school-based wellness programs grants and follows-up on project deliverables to ensure timelines are met.

Oversees Communities of Practices and Professional Learning Communities for County Operated Youth Health and Wellness Program staff, including School-Based Wellness Centers, district educators and community providers related to implementation and evaluation of school-based wellness programs.

Organizes and facilitates committees and task forces of diverse membership.

Plans and coordinates strategic agendas for ongoing meetings and special events.

Builds and maintains effective relationships with internal staff and outside agencies to ensure project success.

Applies process and procedure improvement methods and tools to improve processes, aiming to exceed services, quality, and professional agency goals.

Handles sensitive issues with confidentiality and minimal direction.

Identifies opportunities to streamline and standardize work throughout various departments and agencies.

Maintains an awareness of changes in SCCOE organizational policies, procedures, and protocols.

Identifies problems and seeks solutions using appropriate resources.

May attend meetings on behalf of the division and agency.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

Experience with grant management;

Managing large budgets and grant deliverables;

Organizational and planning skills to manage multiple priorities and meet required deadlines;

Cultural competencies and a deep understanding of the impact and urgency in addressing issues facing youth and their families;

Understanding how various systems interact to achieve long-term goals;

Skills for re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contributions towards team effort;

Project management skills, with the ability to multitask, set and drive priorities, and monitor progress toward goals;

Establishment of clear expectations, deliverables, and deadlines;

Project management skills, with the ability to multitask, set and drive priorities, and monitor progress toward goals;

Exceptional strategic, analytical, and critical thinking skills with an ability to use data to make decisions and to translate strategy to plan and action.

**ABILITY TO:**

Work independently to produce accurate work of the highest quality;

Manage relationships relevant to projects and gain the cooperation of others;  
 Work professionally and proactively with appropriate levels of urgency to situations and events that require quick response and turnaround;  
 Work on various tasks with accuracy and attention to detail;  
 Present effectively to diverse audiences;  
 Provide high-quality customer service to internal and external stakeholders at all levels;  
 Build and maintain positive relationships with individuals and groups;  
 Coach and mentor direct reports, peers, and executives on sound talent management practices;  
 Track records that drive organizational results through coaching and mentoring;  
 Create and support in-service training opportunities to grow and develop leaders;  
 Maintain a professional demeanor to influence and facilitate decision-making processes among multiple, diverse parties;  
 Train, supervise, support, and evaluate staff from diverse backgrounds and skill sets;  
 Use high-level verbal and written communication skills with a strong capacity for detail, maintaining clear and effective contact with division staff, executive leaders, and outside agencies as necessary;  
 Operate a computer, assigned software, and office equipment;  
 Thrive in an achievement-oriented and fast-paced environment;  
 Work independently with little direction;  
 Use analytical, critical thinking, and problem-solving skills to ensure process improvement and projects are completed successfully;  
 Take initiative to solve problems and create stakeholder buy-in.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;  
 Interpersonal skills necessary to develop and maintain collaborative relationships with a diverse group of staff and outside agencies;  
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;  
 Demonstrates emotional intelligence and good judgment;  
 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 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 driver's license  
 Valid Pupil Personnel Services Credential or Teaching Credential

**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.

Approved: DocuSigned by:  
*Larry Oshodi*  
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Larry Oshodi Date

Assistant Superintendent-Personnel Services

Authorized: DocuSigned by:  
*Mary Ann Dewan*  
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Mary Ann Dewan, Ph.D. Date

County Superintendent of Schools