

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: DIRECTOR – STATEWIDE RESIDENCY TECHNICAL ASSISTANCE CENTER**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, oversees, plans, organizes, and directs the Statewide Technical Assistance Center related to the California Commission on Teacher Credentialing statewide technical assistance grant award guidelines specifically, as it relates to teacher and counselor residency programs across the State of California working with the Statewide Residency Hubs and partners; assists with other duties as necessary to ensure successful response and implementation of the Statewide Residency Technical Assistance Center related to the California Commission on Teacher Credentialing residency technical assistance grant award.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Develops strategic plans; establishes goals, builds consensus, identifies metrics and modes of data collection; identifies resources needed and related activities in the development of technical assistance strategic plans.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Directs and evaluates the performance of assigned staff.

Develops programs, trainings, materials, structures, and partnerships with external agencies to support the development of residencies as a form of educator preparation across the State of California.

Identifies and develops essential technical assistance components, policies, procedures, and activities for all participating County Offices of Education and residency programs to ensure effective planning and implementation.

Develops funding opportunities to support the sustainability of the Statewide Technical Assistance Center beyond the life of the grant.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

Planning, organization, and direction of the special projects of the Santa Clara County Office of Education (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;

**ABILITY TO:**

Plan, organize, and direct special projects as related to the Statewide Technical Assistance Center;  
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, assigned software and 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;  
Operates a computer and assigned software programs;  
Operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

**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 or related field and five (5) years of experience in a certificated position, including three (3) years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid Pupil Personnel Services Credential or Teaching Credential  
Valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Designated Remote Work position  
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;

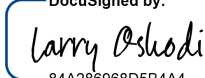
Seeing to read a variety of materials;

Walking, bending, reaching, standing, and stooping;

Sitting for extended periods of time;

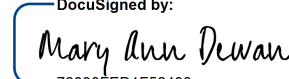
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;

Dexterity of hands and fingers to operate a computer keyboard.

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Approved: Larry Oshodi Date  
Assistant Superintendent-Personnel Services

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