

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II – EXECUTIVE SERVICES AND COMMUNITY ENGAGEMENT

BASIC FUNCTION:

Under the direction of an assigned supervisor, directs assigned projects, initiatives, and committees; directs community engagement and the management of correspondence with community and educational partners to promote a positive image of the SCCOE; 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.

REPRESENTATIVE DUTIES:

Serves as provides primary liaison with community agencies, service providers and task forces that are involved in broad County-wide issues;

Establishes positive working relationships with representatives of community organizations, state/local agencies, management and staff, clients, and the public;

Assists the County Superintendent in development of agency goals and strategies and confers with leadership as requested by the County Superintendent on matters related to agency policy and program operations.

Participates with other members of the executive services leadership team in assisting the County Superintendent with the overall management of the SCCOE;

Serves as staff liaison for the County Superintendent to the County Committee on school district organization; receives and reviews inquiries from the public, school districts, and the media; coordinates County Committee public hearings and public meetings; analyzes Education Code to develop and present reports for the County Committee; prepares documents related to school district organization, including maps, data analysis, legal notices, and notifications to public agencies.

Advises the Superintendent and Cabinet in the development and revision of policies and regulations for the SCCOE; identifies policy priorities and issues; researches and writes policy and regulations in collaboration with SCCOE personnel, the Superintendent's Cabinet, and legal counsel when needed; presents when appropriate draft policies to the Policy Subcommittee.

Maintains a current registry of policies and administrative regulations; manages timelines for revising and updating policies and regulations; ensures effective and timely communication for newly developed or revised policies and procedures for affected staff; assists in the organization,

development, and delivery of training related to policy implementation.

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, demographic data, assessment data, and feasibility studies; submits reports to appropriate committees or departments; assists the SCCOE and school district administration in the data and program evaluation, research, and survey design; discusses plans for program evaluation survey design and data needs.

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.

Coordinates special projects, initiatives and committees as assigned by the County Superintendent; engages with the community; evaluates curriculum, program design, and instructional practices as needed to ensure the relevance of the special projects, initiatives, and committees.

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 employee 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.

Participates in the design, preparation and distribution of program publicity including press releases, brochures, pamphlets, flyers, and printed schedules for events as assigned by the County Superintendent;

Directs communication and engagement with members of the community to assist in the resolution of problems and concerns when appropriate.

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.

OTHER DUTIES:

Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Planning, organization, and direction of the special projects of the SCCOE;
Curriculum, Instruction and Assessment;
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 and community engagement skills;
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 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:

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.

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Larry Oshodi
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Approved: Larry Oshodi Date
Assistant Superintendent-Personnel Services

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