

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR – INTEGRATED DATA, RESEARCH AND EVALUATION

FUNCTION:

Under the direction of the County Superintendent of Schools or other assigned supervisor, leads data governance initiatives; ensures collaboration and implementation of integrated data systems; leads the research and evaluation teams; manages the completion of special project reports; oversees the DataZone and accompanying apps, Foster Vision, and Silicon Valley Regional Data Trust (SVRDT); and ensures coordination of complex, multi-agency planning, research and evaluation projects.

REPRESENTATIVE DUTIES:

The following duties are examples of duties. It is not a totally comprehensive list of duties, and it is not restrictive or limiting.

ESSENTIAL DUTIES:

Leads and ensures the implementation of data governance initiatives, policies, procedures, and framework.

Coordinates the development and implementation of work plans to advance integrated data systems in support of prevention, intervention, and postvention.

Establishes strategic goals and recommends policies related to the broad goals of intervention services, builds consensus in achieving goals, and identifies data collection, storage, and management processes, with particular focus on SCCOE initiatives, school districts, external partners and the SVRDT.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; coordinates staff work assignments and schedules; reviews staff work to ensure compliance with established procedures.

Develops, administers, and monitors department budget; ensures communications objectives are coordinated to reflect goals and objectives tied to SCCOE strategic direction.

Develops data collection policies and practices and monitors uniform data collection, evaluation and systems change efforts.

Develops and prepares reports of status, progress, and outcomes of evaluation efforts.

Completes special projects as assigned.

Coordinates, participates, attends, and conducts a variety of meetings and committees; presents materials and information concerning services, operations and activities related to assigned work; represents the SCCOE at local, regional, and State meetings.

Oversees the planning and management of priority special projects of the County Superintendent.

Oversees various grant evaluations, program evaluations, research projects, special reports and surveys and advises on and ensures the development of reports, websites, webinars, slide decks, infographics,

DIRECTOR – INTEGRATED DATA, RESEARCH AND EVALUATION continued

and other tools to convey information and advance county office goals, contract deliverables and public policy.

Provides technical expertise to evaluate programs and progress monitoring as it relates to goals, grant requirements, federal reviews, and other initiatives as assigned.

Collaborates with technology services to lead integrated data systems work, dashboards, and other data representations.

OTHER DUTIES

Performs related duties similar to the above in scope and function as required.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Data driven decision making and data warehousing;
SCCOE programs and operations;
Federal and State educational policy issues;
Federal, State, and local political processes/ concerns;
Applicable laws, codes, regulations, policies, and procedures related to student information and data privacy;
Research and evaluation design and procedures;
Contract development;
Organizational development practices and procedures;
Budget preparation and control;
Principles and practices of administration, supervision, and training;
Interpersonal skills using tact, patience, and courtesy
Research and Evaluation

ABILITY TO:

Assist with coordination and negotiation with contract clients;
Develop and implement grants;
Lead teams conducting research and evaluation projects;
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.

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 from an accredited college or university with major course work or extensive experience in education; a doctorate degree is preferred; minimum of eight (8) years of job-related administrative experience with demonstrated competence in educational leadership, including five (5) years as a principal, site director, and/or other successful administrative and supervisory management experience at the school district central office or county office of education level.

CREDENTIALS AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching Credential
Valid California driver's license

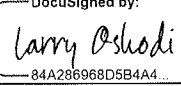
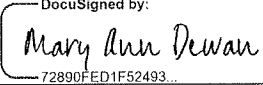
WORKING CONDITIONS:

ENVIRONMENT:

Office environment;
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard;
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 lbs;

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	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Larry Oshodi Assistant Superintendent-Personnel Services</p> </div> <div style="width: 35%; text-align: right;"> <p>Date</p> </div> </div>
Authorized:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <small>DocuSigned by:</small>  <small>72890FED1F52493...</small> </div> <div style="text-align: right;"> 9/7/2022 9:10 AM PDT </div> </div>
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Mary Ann Dewan, Ph.D. County Superintendent of Schools</p> </div> <div style="width: 35%; text-align: right;"> <p>Date</p> </div> </div>