

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: DIRECTOR — STATE AND REGIONAL PROJECTS

**BASIC FUNCTION:** Under the direction of an assigned supervisor, directs and provides leadership and support in the planning, implementation, oversight, budget and evaluation of State and Regional projects including the Geographic Lead Agency grant project; oversees the creation of trainings and resources that address the priorities of the Geographic Lead Agency and other regional lead projects; liaisons with partners from the Geographic Lead Agencies across the state, California Department of Education, California Collaborative for Educational Excellence, and the Statewide System of Support.

Supports and integrates departmental programs, staff, and technical assistance efforts provided to districts for Differentiated Assistance and the Statewide System of Support into the Geographic Lead Agency work; supports departmental programs, staff, and technical assistance efforts provided to districts in the development, review, approval and implementation of District Local Control and Accountability Plan (LCAP); assists the County Superintendent in fulfilling the statutory obligation for LCAP approval; oversees all functions of the California Collaborative for Inclusive Practices (CCIP) grant; and supervises and evaluates the performance of assigned personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Oversees all functions of the Geographic Lead Agency grant project and is a liaison to the partners from the Geographic Lead Agencies across the state, California Department of Education, California Collaborative for Educational Excellence, and the Statewide System of Support.

Provides leadership, vision, inspiration, and coaches the team to meeting outcomes of the Geographic Lead Agency grant, as written, or as needed based on the changing needs of the state agencies and regional partners.

Monitors and communicates the progress of the grant to statewide agencies and regional partners.

Establishes a Geographic Lead Agency Advisory Committee that will provide input into developing, implementing, and assessing work; collaborates with members of the Advisory Committee and partners across the state.

Provides oversight of the programmatic and fiscal compliance with applicable laws and regulations in all aspects of the Geographic Lead Agency Grant.

Performs and supports the research, evaluation, report writing and mandated activities of the Geographic Lead Agency Grant.

Leads and manages the planning, implementation, and continuous improvement of the Geographic Lead Agency Grant.

Leads, designs, and facilitates regional and/or statewide learning communities, communities of practice and/or network improvement communities focused on the Geographic Lead Agency grant objectives.

Designs and oversees the conduct of needs assessments related to assigned state and regional projects.

Establishes and maintains partnerships with a wide variety of internal SCCOE departments, public and private agencies to support the goals of the Geographic Lead Agency grant.

Coordinate activities and programs, exchange information and maintains positive communication between Geographic Lead Agency grant partners.

Oversees all functions of the California Collaborative for Inclusive Practices (CCIP) grant and is a liaison to the California Department of Education (CDE).

Oversees all functions of special grants awarded to the SCCOE as assigned.

Oversees the operations of the statewide collaborative called “California Collaborative for Inclusive Practices” (CCIP) with Special Education Local Plan Areas (SELPAs) and statewide system of support providers for delivering evidence based professional learning in TK-12 grades on these evidence-based inclusive practice frameworks: Social Emotional Learning (SEL), Positive Behavioral Interventions and Supports (PBIS), and Universal Design for Learning (UDL) through data-informed decision making to improve outcomes for students with disabilities (SWDs).

Coordinates the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Attends ongoing Geographic Lead Agencies statewide meetings and organizes ongoing meetings for Region Four partners.

Researches and analyzes data, internal and external reports, trends, and statewide characteristics to support continuous improvement, program strategy, and inform program deliverables; presents data, information, and analysis; composes narrative and statistical reports based on findings in support of continuous improvement.

Develops and supports systems to measure Geographic Lead Agency grant outcomes and coordinates continuous improvement efforts based on formative and outcome data.

Supports the work of the Continuous Improvement and Accountability team to provide Differentiated Assistance for districts that need additional support; provides coaching and Differentiated Assistance support that are grounded in improvement science.

Provides high quality and consistent support to districts throughout the development and approval process of LCAP, ensuring compliance with state policies and procedures; supports the development and approval process for LCAP; plans and implements services that build capacity for districts to use LCAP as a process for continuous improvement in achieving desired student outcomes and ensuring college/ career readiness.

Collaborates with other Santa Clara County Office of Education departments and professionals, such as curriculum & instruction, fiscal, technology, student services, special education, and all related divisions.

Supports the hiring process, onboarding, and the coaching/evaluation process for assigned program staff.

Operates a computer and assigned software programs;  
Operates other office equipment as assigned;  
Drives a vehicle to conduct work as assigned.

Completes special projects as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

Administration of the academic assessment and accountability program;  
Applications, current research, and innovations in academic assessment and program evaluation;  
State and Federal legislation, and the impact to specific student groups including English Learners, low-income students, foster youth, students with disabilities and other underperforming student groups;  
Improvement Science theory and tools;  
The Smarter Balanced Assessment Consortium and the Common Core State Standards;  
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:**

Plan, organize, direct, and oversee the development and implementation of large grant programs;  
Analyze data and evaluate program needs;  
Direct and evaluate the performance of assigned staff;  
Communicate effectively both orally and in writing;  
Implement continuous improvement process;  
Serve as a resource to SCCOE staff and partners;  
Speak and present to groups, facilitate meetings, training programs, and development discussions;  
Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;  
Interpret, apply, and explain rules, regulations, policies, and procedures;  
Operate a computer and assigned office equipment;  
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 (doctorate preferred) or related field and five (5) years of experience in a certificated position including, three (3) years' experience in the administration of professional staff development, instructional leadership and curriculum development at a site or district level; knowledge of Local Control Funding Formula (LCFF), LCAP regulations, template and review criteria; experience providing Differentiated Assistance technical support and improvement science tools and strategies.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid California Elementary or Secondary Teaching Credential  
Valid California driver' s license

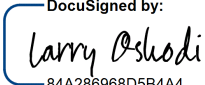
**WORKING CONDITIONS:**

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

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