

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ADMINISTRATOR – EXECUTIVE SERVICES AND COMMUNITY ENGAGEMENT

BASIC FUNCTION:

Under the direction of an assigned supervisor, plans, organizes, supports and provides technical guidance in the development and implementation of data driven collaborative projects and programs; provides direction and leadership in the interpretation of educational data for system and student improvement; assists school districts and members of the public in attendance, transfer and expulsion appeals and hearings; serves as an advisor/thought partner to the County Superintendent, internal departments, Local Education Agencies (LEAs), other agencies, and the public on projects and programs as assigned.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Organizes, directs, and supports programs and projects of the Office of the Superintendent and the Santa Clara County Office of Education (SCCOE); directs and supports project coordination activities, including developing and implementing work plans, and coordinating and communicating effectively with multiple programs, program directors and leads throughout the county.
- Reviews and monitors the status of work and projects within the Executive Services Division; develops, prepares and presents detailed reports and progress updates to a variety of audiences as requested.
- Provides assistance related to attendance, transfer and expulsion appeals and hearings; assists in the coordination and collection of information and the preparation of required documents.
- Maintains current knowledge of trends in education policy, including California Education Code to ensure appropriate compliance and implementation.
- Identifies and researches potential community partners to evaluate opportunities for collaborative projects that align with the organization's goals and values.
- Engages in the community to establish and maintain sustainable working relationships with LEAs, government agencies, non-profit organizations, and other partners to collaborate on projects, programs, services and initiatives that enhance student and family outcomes and experiences.
- Aggregates, manipulates, and analyzes education indicator data and provides analyses, data visualizations, and talking points for presentations.

ABILITY TO:

- Maintain current knowledge of laws, rules and regulations related to SCCOE activities.
- Perform a variety of complex functions to coordinate projects and teams.
- Aggregate, manipulate and analyze data to draw conclusions and make recommendations.
- Represent the organization in a positive manner.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work strategically and collaboratively with others to achieve shared goals.
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WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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