

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: ASSISTANT DIRECTOR - DATA GOVERNANCE**

**BASIC FUNCTION:**

Under the direction of assigned supervisor, the Assistant Director – Data Governance manages the strategic processes and business plan for delivery of data governance and privacy of data support to the organization, school districts, and other partners; leads projects, initiates and manages communication with internal subject matter experts, partners, public agencies, and other stakeholders as appropriate; participates in creating the vision and strategies that drive data governance and privacy of data throughout the county, region, and state; supervises and evaluates the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

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

**ESSENTIAL DUTIES:**

Assistant Director

Provide guidance to programs and leadership on topics related to research, evaluation, data governance, and strategic planning.

Provide technical expertise and assistance.

Initiate and manage communication and interaction with research institutions, community organizations, and other key stakeholders.

Communicate the importance of data for the improvement of students and communities.

Deliver results in a timely and highly organized manner.

Plan and manage complex projects using standard project management concepts, terminologies, and tools.

Foster a collaborative work environment.

Prioritize work to meet deadlines using excellent organizational skills and judgment.

Work in a fast-paced, entrepreneurial environment.

Think strategically with high-level analytical skills and creative problem-solving.

Communicate effectively both orally and in writing.

**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, research, or a related field, and

Five years of increasingly responsible experience developing and implementing data governance policies and procedures, establishing partnerships and managing complex projects.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

A safe driving record that meets the SCCOE's insurance requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Hearing and speaking to exchange information.

**HAZARDS:**

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In