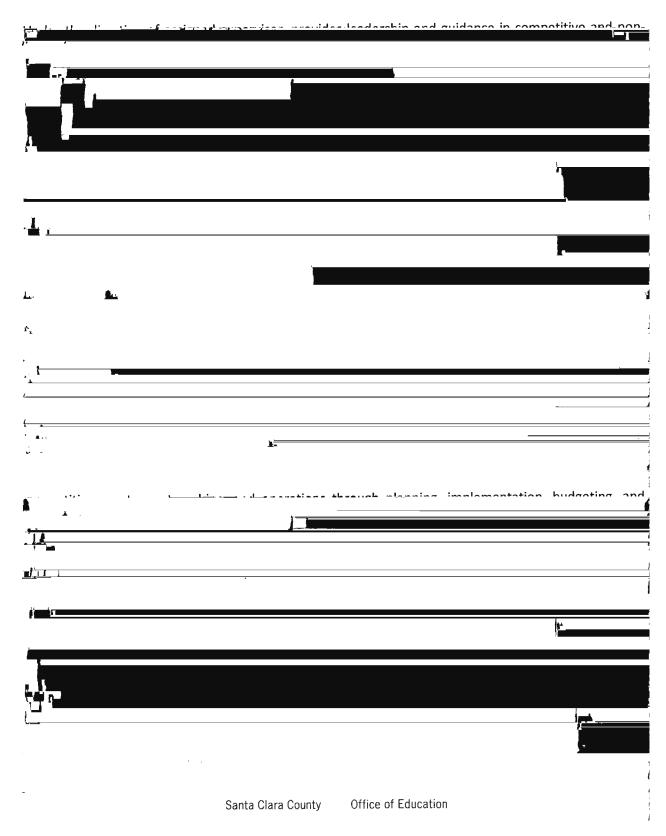
## SANTA CLARA COUNTY OFFICE OF EDUCATION

## CLASS TITLE: ASSOCIATE DIRECTOR – GRANTS, PARTNERSHIPS AND OPERATIONS

## **BASIC FUNCTION:**



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and districts. Provides professional learning expertise to staff across the agency.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information; provides counsel and guidance to colleagues in areas related to program development and evaluation, grant development, and other areas, as needed.

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of Schools or designee.		
Provides expert guidar	ce to programs on project coord	ination activities to implement work plans,
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	ling data and navigating assigned so	oftware systems;
Budget preparation ar Dral and written comr	nunication skills;	
الأثرابعه الإساحة و دموه	rules regulations policies proce	dures contracts state and federal laws code
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nd regulations relatir	g to public, private, and philanthro	pic grant development agencies;
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