SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR-STANDARDS IMPLEMENTATION AND STRATEGIC INITIATIVES

BASIC FUNCTION:
Under the direction of the Assistant Superintendent-Equity, Educational Progress and Public Affairs,

identified by the Assistant Superintendent and County Superintendent in accordance with state and

Provides technical information and assistance to the Assistant Superintendent and County Superintendent regarding assigned functions; assists in the formulation and development of ...

Conduct special studies and in-services;

Coordinate large professional development institutes and conferences;

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;