SANTA CLARA COUNTY OFFICE OF FDUCATION

CLASS TITLE: DIRECTOR I - POLICY DEVELOPMENT & ADMINISTRATIVE PROGRAMS

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, develops and manages the Santa Clara County Office of Education (County Office) policies and regulations; provides information on current educational data, events, and law affecting education; assists school districts and members of the public in the area of school district organization and Education Code requirements; serves as the to the County Committee on school district organization; assists school districts and members of the public in attendance transfer and expulsion appeals; serves in an advisory capacity to the Superintendent, Deputy Superintendent, County Office Board of Education, County Office personnel, school districts, and the public on issues of school district organization, policy, education code, elections, and educational data.

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Provides resources and technical assistance to schools, districts, students, parents, outside agencies and the public concerning attendance and expulsion issues; responds to

Practice and information pertaining to mapping, school boundaries, and property funding.

County Office organization, policies, procedures, and objectives.

Policies and objectives of assigned program and activities.

Record-keeping and filing techniques.

Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITYTO:

Plan, develop, research, write, recommend, interpret, explain, advise, and organize policy and regulations. Provide consultation and technical expertise related to application and interpretation of agency policies. Serve in an advisory capacity to the Super EMC / PAMCID FIEMC / PAMCID FIEMC

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations. Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011; Revised: 10/10/12; Revised Approval: December 14, 2016

Date: 12/14/16

Kristin Olson

Director-Classified Personnel Services