

Santa Clara County Office of Education

Class Title: Director II - Innovation and Instructional Support

Basic Function:

Under the direction of the Assistant Superintendent-Professional Learning & Instructional Support Division, plans, organizes, controls and directs the operations and activities of the Innovation and Instructional Support

team; coordinates information and organizes activities to ensure smooth and efficient program operations; collaborates with other departments in the division; supervises and evaluates the performance of assigned

processes, and maintenance staff to field the...
[REDACTED]

Instructional Support team.

Attends and participates at meetings held at school districts, outside agencies, and various organizations in order to manage and supervise areas of responsibility; reviews and presents staff reports and other necessary
[REDACTED]

Operate a computer and assigned office equipment;

Analyze situations accurately and adapt an effective

Meet schedules and timelines;

Work independently with little direction;

Plan and organize work;

Prepare comprehensive narrative and statistical reports;

Direct the maintenance of a variety of reports, records, files and data.