Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information related to the use of data; provides counsel and guidance to colleagues in areas related to data driven decision making, grant development, expulsions, inter-district transfers, and other areas as needed.

Participates in various fund and grant development, planning and implementation activities; conducts negotiations for contract services; assists with development and coordination of contract work related to the role of liaison and data governance.

Office personnel and public official.

Assist with coordination and negotiation with contract clients.

Develop and implement grants.

Direct and evaluate the performance of assigned staff.

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.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

M degree from an accredited college or university in data management, public policy, research and development, or a field relevant to the position, and
Equivalent to five years of increasingly responsible and complex work experience in an educational environment directly relevant to the position.
educational environment directly relevant to the position.
:
Possession of a valid and appropriate Administrative Credential and sufficient teaching experience, or otherwise to qualify for an Administrative Credential, Valid teaching credential,
r a field
relevant to the position, and
Successful leadership experience, such as Assistant Principal, Principal, or other leadership positions relevant to the position.
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Valid California driver's license.

Α

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

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.

