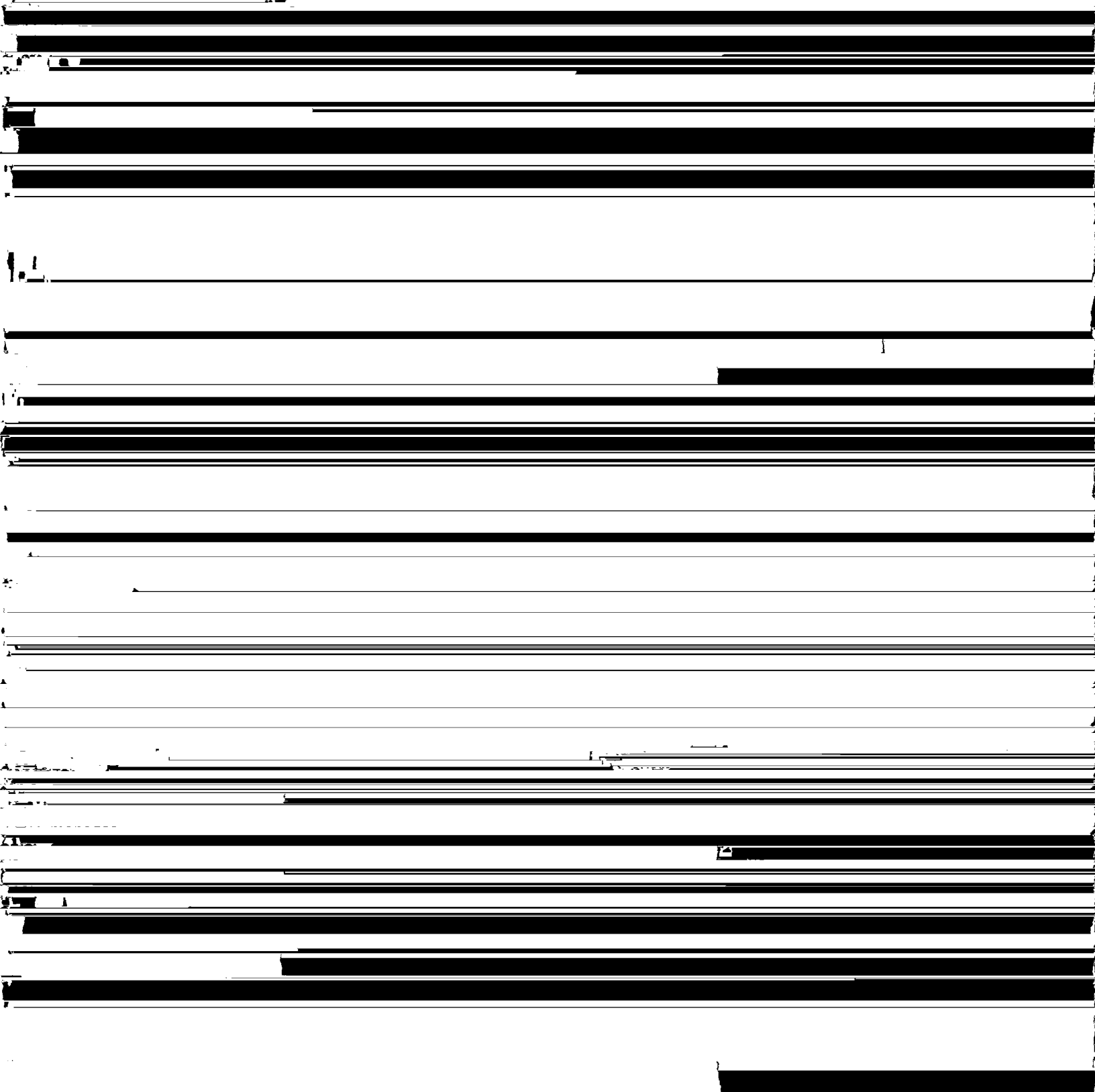


**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: DIRECTOR – INTEGRATED DATA, RESEARCH AND EVALUATION**

**FUNCTION:**

Under the direction of the County Superintendent of Schools or other assigned supervisor, leads data  
collaboration and implementation of integrated data systems; leads the



**DIRECTOR – INTEGRATED DATA, RESEARCH AND EVALUATION continued**

and other tools to convey information and advance county office goals, contract deliverables and public policy.

Provides technical expertise to evaluate programs and progress monitoring as it relates to goals, grant requirements, federal reviews, and other initiatives as assigned.

Collaborates with technology services to lead integrated data systems work, dashboards, and other data representations.

**OTHER DUTIES**

Performs related duties similar to the above in scope and function as required.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

- Data driven decision making and data warehousing;
- SCCOE programs and operations;
- Federal and State educational policy issues;
- Federal, State, and local political processes/ concerns;

- Applicable laws, codes, regulations, policies, and procedures related to student information and data privacy;
- Research and evaluation design and procedures;
- Contract development;
- Organizational development practices and procedures;
- Budget preparation and control;
- Principles and practices of administration, supervision, and training;
- Interpersonal skills using tact, patience, and courtesy;

**Research and Evaluation**

**ABILITY TO:**

- Assist with coordination and negotiation with contract clients;
- Develop and implement grants;
- Lead teams conducting research and evaluation projects;
- 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;

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**EDUCATION AND EXPERIENCE:**

Master's degree from an accredited college or university with major course work or extensive experience in education; a doctorate degree is preferred; minimum of eight (8) years of job-related administrative experience with demonstrated competence in educational leadership, including five (5) years as a principal, site director, and/or other successful administrative and supervisory management experience at the school district central office or county office of education level.

**CREDENTIALS AND OTHER REQUIREMENTS:**

- Valid California Administrative Services Credential
- Valid California Teaching Credential
- Valid California driver's license