

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

materials; prepares and formats reports.

Principles and practices of supervision and training.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Organize and direct operations, activities and staff in support of assessment activities.
Interpret, apply and explain State and organizational assessment policies and procedures,
including quantitative and qualitative data.
Train and evaluate the performance of assigned personnel.

Consult and coach district and school leaders in the use of assessment data to improve student learning.

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials

Personnel Commission Appointment July 8, 2015



AE Casas

Adriana E. Casas
Supervisor, Classification & Recruitment
Classified Personnel Services

Date

July 8, 2015