

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL CLIMATE SPECIALIST

BASIC FUNCTION:

Under the direction of assigned Supervisor or Coordinator, plans, organizes coordinates, and implements comprehensive school-wide services related to assigned program; researches, creates and delivers professional development for the Santa Clara County Office of Education (SCCOE) and participating school districts, school sites, community partners, and partners in grant consortium; provides coaching and tec

Techniques for providing high-level customer service by effectively dealing with the public, vendors, contractors, and County Office staff.

Program evaluation standards.

Interpretation and use of assessment results.

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages.

Personal computer operations, peripheral devices, and software programs used for word processing, spreadsheets, web-enabled databases, web technology, and graphics.

ABILITY TO:

Assist students, staff, and other stakeholder in developing leadership and advocacy skills.

Identify and evaluate students, staff, and other stakeholder interests, needs and abilities.

Serve as a liaison and resource for students, parents, and County Office administrators and staff, and community partners.

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WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

Work hours beyond the normal workday.

Participate in meetings, conferences, and professional development activities locally and outside the area.

Frequent driving of a car may
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