

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - INCLUSION COLLABORATIVE OPERATIONS

BASIC FUNCTION:

Under the direction of an assigned administrator, the Supervisor – Inclusion Collaborative Operations is responsible for oversight of the day-to-day operations of the Inclusion Collaborative department; serves as a technical resource with decision making authority; represents the department, often serving as the Director’s appointee while supervising, coordinating, and organizing office operations, projects and staff; performs highly complex, confidential and de T0 Tc 0 Tw 11.12 0 Td()TJEMC /P AMCID 11 BDC -11.12 -1.217Td() prioritizing and reviewing work; counsels assigned staff.

Displays and maintains a high degree of judgment, discretion and confidentiality when dealing with highly sensitive matters; analyzes situations accurately with good judgment and adopts and recommends effective courses of action.

stakeholders, including administrators, personnel, outside agencies and the public; resolves issues and conflicts; develops and implements marketing strategies and administers registration oversight.

Coordinates and schedules various appointments and meetings; makes travel arrangements; reserves facilities; prepares and assures proper completion of reimbursement forms; maintains and coordinates the calendar for assigned administrator; prepares and disseminates department level calendar of events; coordinates and arranges special events and activities as directed.

Provides research and support of grant activities for the Inclusion Collaborative, including research of funding streams, content area, fiscal supports, and budgeting collaboration with SCCOE accounting department staff.

Maintains adequate resource levels to meet growing department needs; coordinates purchase of supplies, equipment and services as necessary; arranges for equipment maintenance and replacement as needed; supervises and authorizes expenditures in accordance with established limitations.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Inclusion Collaborative department policies, procedures, initiatives, priorities.

Planning, organizing and administration of the Inclusion Collaborative.

Organizational management, data management and procedures related to Inclusion Collaborative.

Strategic level budget planning, preparation, monitoring, and control for multi-million-dollar budgets.

Finance and operations management.

Strategies and methods for developing agreements and partnerships.

State & Federal requirements as related to Inclusion Collaborative.

Oral and written communication skills.

SCCOE organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Multiple computer software applications for reporting including Zoom, DocuSign, Office 365, Adobe Acrobat, Constant Contact, Eventbrite, SCHED, YouTube, Google suite of office applications.

Principles and methods of inclusive practices.

Inclusion Collaborative Mission, Vision and Values.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and skills (S)1.5 (C)-c 0 -w 1.17(-7 Tc 02.63 ()10.6 (t)-3 (50.7r)8 Td((s)-1.3 (/P 8

Work strategically and collaboratively across departments.
Conduct comprehensive planning for program goals and objectives.
Communicate effectively both orally and in writing.
Work under pressure and complete assignments enduring many interruptions.
Perform difficult and complex department tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of department functions and SCCOE policies.
Meet schedules and timelines while working under pressure.
Work independently with little direction.
Plan, organize and prioritize work.
Operate a computer and assigned office equipment.
Prepare comprehensive narrative and Inclusion Collaborative statistical reports for the public.
Train and support assigned staff.
Establish and maintain working relationships with districts, community members, teachers, family members and others.
Conduct effective program evaluations.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to Bachelor’s degree in Business Administration with major coursework in organization development, operations management, finance, marketing or related field, and three years increasingly responsible operations/finance management and program management experience. Instructional program management and knowledge of inclusive practices preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct business.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.
Sitting for extended periods of time.

Approved by the Personnel Commission: November 9, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22