

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY

BASIC FUNCTION:

Under the direction of the Director III Continuous Improvement and Accountability and/or designee,

achievement and equity initiatives.

Collaborates with other Santa Clara County Office of Education departments and professionals such as curriculum & instruction, fiscal, technology, student services, special education, and all related divisions to promote ongoing communication with a focus on Equity to support high needs districts.

Uses the CCSESA Differentiated Assistance and LCAP approval manual to guide the review process and develops recommendations for procedures to implement the guidelines contained in the manual.

Organizes tools and uses practices that promote collaboration, timely communication and transparency.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Participates in a variety of meetings for the purpose of gathering and conveying information regarding a variety of subjects required to carry out administrative responsibilities.

Operates a computer and assigned software programs; operates other office equipment.

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education (doctorate preferred) or related field and five (5) years of experience in a certificated position including three (3) years' experience in the administration of professional staff development, instructional leadership and curriculum development at a site or district level; and knowledge of Local Control Funding Formula (LCFF) and LCAP regulations, template and review criteria.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary or Secondary Teaching Credential
Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/ lowering, pushing, carrying, or pulling up to 20 pounds;
Dexterity of hands and fingers to operate a computer keyboard