SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR- HUMAN RESOURCES/ WORKFORCE DEVELOPMENT& ORGANIZATIONAL CULTURE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Personnel Services, plans, organizes, controls

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Workforce Development& Organizational Culture Department; Principles of organizational development and organizational effectiveness;
Training for staff mandated by law;
Training needs assessment methodologies;
Human resources practices, policies and procedures;

Techniques and principles of employee training, adult learning theory, individual and group teaching and learning methods;
Web-based training programs;
Budget preparation and control;
Oral and written communication skills;

Principles and practices of administration, supervision and training;
Advanced teaching, facilitation, consulting, coaching, program development, and management skills; Applicable laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software

ABILITY TO:

Plan, organize and direct organization and staff development programs;
Lead and manage cross-functional projects requiring a high degree of strategic thinking, collaboration, detailed execution, and influence while keeping leadership informed;
Lead by example and build and maintain collaborative, trusting relationships with their team and colleagues; Have functional expertise and the ability to see the big picture, while also being hands-on with day-to-day

processes;

Analyze situations accurately and adopt an effective course of action;
Use change management methodologies and support managers and staff in the implementation process; Provide coaching and guidance regarding complex employment issues to staff and leaders;
Partner with the leadership team to ensure appropriate orientation of staff;
Implement training and programs addressing adult learning theory;
Apply fundamentals of planning, organizing, conducting and evaluating group training;
Write and edit training materials and develop job aids and other instructional materials;
Initiate, plan, direct and evaluate the development of training and employee development systems;
Direct and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Speak and present to groups, facilitate meetings, training programs, and development discussions; Establish, influence, build, and maintain strong relationships at all levels and throughout the organization, including senior leadership, and possess the emotional intelligence necessary to build consensus; Synthesize information, strategically align functional areas and business needs to develop actionable content,
recommendations, and results;

Interpret, apply and explain rules,

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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 or related field and five (5) years of experience in a certificated position including three (3) years in an administrative capacity. Doctoral degree in educational leadership preferred.

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 exchangespeakingtoto