

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE PROGRAM & EVALUATION SPECIALIST

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, assist departments within the Santa Clara County Office of Education, school districts and outside clients in program evaluation, research and survey design; provide information on current educational data and current events affecting education; assist school districts and members of the public in the area of school district organization and Education Code requirements; serve as the Superintendent's designee to County Committee and School District Organization; assist school districts and members of the public in attendance transfer and expulsion appeals.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as consultant to County Committee on school district organization; receive and review inquiries from the public, school districts and the media; coordinate County Committee public hearings and public meetings; analyze Education Code for reports to the County Committee; prepare documents related to school district organization, including maps, data analysis, legal notices and notifications to public agencies.

Assist County and school district administration in the evaluation, research and survey design; discuss plans for program evaluation survey design and data needs.

Coordinate attendance and expulsion appeals; coordinate the collection of information and preparation of required documents for use in appeals; prepare and maintain individual case notes and related files; compose and distribute a variety of correspondence and informational materials.

Provide resources and technical assistance to schools, districts, students, parents, outside agencies and the public concerning attendance and expulsion issues; respond to inquiries and provide information concerning practices, policies, procedures, laws and regulations; present data and information regarding school district organization and school governance issues to school districts.

Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities, including survey data, demographic data, assessment data, feasibility studies, attendance and expulsion appeals and others; submit reports to appropriate committees or departments.

Analyze and make recommendation on changing school district boundaries, reorganizing school districts; review financial impact, community identity, impact on facilities and education.

Prepare and coordinate election documents for school district ballot measures and board elections.

Communicate with other administrators, personnel and outside organizations to coordinate

activities and programs, resolve issues and conflicts and exchange information; collaborate and discuss various surveys, evaluations, and data for existing and new projects.

Serve as the Superintendent's designee to County Committee and School District Organization as assigned.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Survey design methods and evaluation design methods.

Data control procedures, statistical and data analysis.

State and local laws, rules and regulations relating to student attendance.

Applicable California Education codes.

Mapping information and property funding.

Record-keeping and filing techniques.

Policies and objectives of assigned program and activities.

Operation of a computer and assigned software.

Applicable laws, codes, regulations, policies and procedures, including the Brown Act.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Design surveys and evaluation plans for clients.

Explain complex data and/or results to a wide variety of audiences.

Prepare and write research reports and presentations for various audiences.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing and make public presentations.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in research and evaluation or related field and three years increasingly responsible education experience including experience working with the Education Code.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

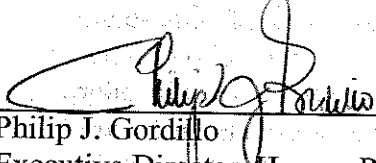
PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011



Philip J. Gordillo
Executive Director, Human Resources

Date 7/01/11