

SANTA CRUZ COUNTY OFFICE OF EDUCATION
DIRECTOR, DATA, RESEARCH, AND PARTNERSHIPS

DEFINITION

Under the direction of the Superintendent while working across divisions at the County Office of Education, the Director of Data, Research, and Partnerships is responsible for conducting and supervising sophisticated data collection, analysis and reporting in collaboration with Santa Cruz County school districts, as well as local and state agencies. The Director of Data, Research, and Partnerships is responsible for using advanced statistical software and visualization programs to identify and communicate strategic priorities for the purpose of advancing the educational outcomes of Santa Cruz County students. This position works collaboratively with school, district and partnership leaders to fulfill the vision and mission of the Santa Cruz County Office of Education.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Utilize the latest statistical software (e.g. SPSS, STATA, etc.) to collect, analyze, and report complex data sets and supervise others in the process.

Perform sophisticated education analytics and apply advanced strategies using Tableau and other visualization programs to communicate data-informed insights to a diverse audience.

Draw conclusions from multiple data sets to inform and guide collaborative action teams in an effort to identify strategic priorities and implement improvement plans.

Identify and understand performance gaps highlighted on the California School Dashboard and provide deep analysis of strengths and needs according to state and local indicators.

Work collaboratively with school districts and local agencies in the process of identifying equity gaps and assist district teams to align related actions and services through Multi-Tiered Systems of Support.

Serve as an assigned lead on the Educational Services team, facilitating differentiated assistance supports to strengthen the transition to California's new systems of accountability.

Work collaboratively with the Educational Services team for the purpose of supporting Santa Cruz County school districts to develop and implement data-informed Local Control and Accountability Plans (LCAP) that will result in high levels of student success.

Direct research design projects using a wide variety of qualitative and quantitative research methods to determine the appropriate investment of resources to meet locally-defined goals.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued):

Foster collaborative partnerships between and among educational, business and community groups and organizations for the purpose of advancing the educational outcomes of Santa Cruz County students.

Assist school and district teams throughout the county by providing the technical data support needed to evaluate formative assessment systems in alignment with summative indicators.

Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Santa Cruz County Office of Education Board Policies, Superintendent Policies and Administrative Regulations.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative practices, techniques, and principles.

Advanced theories, principles and practices of educational research design.

Organizational and operational structures of public and private entities.

Improvement Science methodologies to inform educational outcomes.

Student data analysis and the impact on transforming learning environments.

Techniques for working effectively with groups in workshops, meetings, committees, etc.

Pertinent laws and regulations of the California Department of Education (CDE).

Grants and funding concepts and sources.

Pertinent federal, state, and local laws, codes, and regulations.

Principles of budgeting and contract administration.

Modern office practices, methods, and computer equipment.

Principles of supervision, training, and performance evaluation.

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Skill and Ability to:

Prepare comprehensive narrative reports.

Assess and analyze the child care needs of the county.

Conduct research and write grants.

Research, compile, and collect data and information and prepare clear and concise reports.

Prepare and maintain accurate and complete records.

Implement programs, projects, and events.

Provide leadership and direction to department staff in a manner that encourages high morale, team cooperation, creative problem solving, positive motivation and efficiency; plan and organize work to meet priorities and timelines.

Supervise and evaluate the performance of assigned personnel.

Analyze problems and situations accurately, identify solutions, project consequences of proposed actions and implement an effective course of action.

Work independently with little direction.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Operate modern office equipment

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Master's degree is highly desirable.

Experience:

Five years of highly responsible management experience in conducting, analyzing and reporting of educational data programs or related field.

License or Certificate:

Possession of a valid California Teaching Credential; Possession of a valid Administrative Services Credential.

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the follow physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: May 21, 2019