ASSOCIATE SUPERINTENDENT – Educational Services

Job Summary
Under the direction of the County Superintendent, has overall responsibility for oversight, planning, organizing, assigning, and directing a variety of educational programs and services in the areas of curriculum, instruction, assessment, program improvement, student support services, and professional development. Lead and collaborate with schools, districts, and charter schools in continuous improvement work, systems analysis support, and technical assistance to improve student outcomes, enhance student engagement, and improve educational effectiveness. Coordinate and direct personnel, resources, communications, information, and fiscal functions to meet the needs of the educational services programs.

Directly Responsible to: Superintendent of Schools

Supervisory Responsibilities: Classified and certificated personnel as assigned.

Essential Functions and Responsibilities: The list of essential functions and physical requirements is not exhaustive and may be supplemented, as necessary. Not all functions may be performed by the incumbent.

1. Supervises and evaluates the performance of assigned personnel.
2. Plans, budgets, implements, directs and maintains the County Office’s educational services which include professional development, Curriculum and Instruction Services, Alternative Education Programs, Early Childhood Development Programs, and Student and Community Support Services.
3. Directs assistance, coordination, and oversight of continuous improvement, implementation, and improvement science efforts in collaboration with schools and districts in all areas of Technical Assistance Support, including Differentiated Assistance, Comprehensive Support and Improvement and Support, Additional Technical Assistance and Improvement, and other areas of school and student improvement.
4. Leads a coordinated effort with Fiscal Services, the Alternative Education Program, and Foster Youth Program to develop and implement County Office of Education Local Control Accountability Plan (LCAP).
5. Leads, delivers, coordinates, and educates in the oversight processes for schools identified for Williams Act Monitoring and provides required communication reports.
6. Leads and coordinates charter oversight processes and petition revisions; develops and provides education on all new charter school legislation laws and regulations.
7. Develops and delivers professional development trainings and provides technical assistance in LCAP development to support continuous improvement in the implementation, review, and approval of district and charter school LCAPs.
8. Serves as a representative on local, regional and state committees and organizations and reports relevant information to districts, charter schools, and education services programs, which includes training and guidance on new
legislation, policy implementation, grant writing, and other accountability requirements.

9. Prepares required reports for the California Department of Education in a timely manner.

10. Communicates with administrators, school district personnel, State Representatives, and others to coordinate activities and programs, and exchange information.

11. Prepares a variety of narrative and statistical reports utilizing data and information to enhance student learning and improve educational effectiveness.

12. Serves as an advocate for local school districts and charter schools.

13. Maintains current knowledge of educational trends, innovations, practices and local, State, and Federal programs, laws, codes, regulations and pending legislation.

14. Leads, collaborates with, and supports county office program directors, coordinators, managers, and fiscal services in grant writing opportunities and assisting in the monitoring of grant deliverables and submission of reports and expenditures in a timely manner.

15. Operates a computer and assigned software programs; operates other office equipment; and drives a vehicle to conduct work.

16. Performs other duties as assigned consistent with the goals and objectives of this position.

**Employment Standards**

Knowledge of:

- State and federal curriculum mandates,
- Current instructional techniques and materials, California State Standards, curriculum frameworks and materials,
- Current principles, practices, methods and techniques of educational reform, program development, instruction, and assessment,
- Budget preparation and control,
- Principles and practices of administration, supervision, and training,
- Analyzing, manipulating, and effectively presenting school data,
- Practices, procedures, and techniques involved in the development of implementation of staff development activities,
- Public relations and speaking techniques,
- Applicable laws, codes, regulations, policies, and procedures.

Ability to:

- Coordinate and direct the Educational Services programs, personnel, projects, communications, staff development and special programs,
- Review and interpret technical information, write technical materials and or speak persuasively to implement desired actions,
- Analyze situations accurately and adopt an effective course of action,
- Effectively train, supervise and evaluate staff,
• Effectively facilitate meetings and make presentations to a wide variety of audiences,
• Demonstrate mental acuity to manage programs, interpret and implement rules relating to programs, make policy decisions and evaluate results,
• Meet schedules, deadlines, and timelines,
• Provide consultation and technical expertise concerning all programs related to Educational Services,
• Manage and prioritize multiple activities and deadlines,
• Communicate effectively both orally and in writing,
• Maintain records and prepare reports,
• Operative standard office equipment including a computer and assigned software.
• Work independently with little direction
• Operate standard office equipment, including a computer and assigned software
• Travel locally to district sites to visit staff and classrooms using own transportation
• Attend and/or conduct meetings and trainings; and travel to appropriate conferences and workshops

Working Conditions
Environment:
• Indoor office work environment
• May require frequent interruptions
• Driving a vehicle to conduct work.

Physical Demand (with or without reasonable accommodations):
• Mental acuity to perform these tasks, to make sound decisions and judgements in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks,
• Facility and stamina to sit and stand for extended periods of time,
• Facility to see and read printed materials, with or without vision aids,
• Facility to hear and understand speech on the telephone, at normal room levels, and in workshop and training sessions,
• Facility to speak in audible tones so that others may understand clearly in normal conversation in person, on the telephone, and presenting at workshops and trainings,
• Manual dexterity to operate a telephone, computer, copier, calculator and other commonly used office equipment,
• Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds
• Facility to drive a vehicle.
**Education and Experience**

A combination of training and experience, which would likely provide the required knowledge and abilities, may be qualifying. We reserve the right to determine if a candidate meets the qualifications.

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Five (5) years curriculum and staff development experience
- Two (2) years’ experience in a district level or a county office of education administrator position

**Other Requirements**: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

- Must provide proof of eligibility to work in the United States
- Must possess a valid California Driver’s License
- Must provide proof of automobile insurance coverage
- Fingerprint and Background Clearance
- Valid Tuberculosis (TB) Clearance

**FLSA Status**: Exempt

**Employee Group**: Cabinet Level Certificated Management (unrepresented)

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For Office Use Only:

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

__________________________  _______________________
Employee Signature               Date

Created: January 2013
Revised: January 2018
February 2023