
DEPUTY SUPERINTENDENT, EDUCATION SUPPORT SERVICES

Definition:

Provide professional management and administrative assistance in the organization and direction of multiple programs for the County Office and adjacent counties; formulate and implement divisional goals, objectives and priorities; provide administrative direction to certificated and classified staff; oversee the administration of services provided to districts served by the County Office; assist the County Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services and perform related duties as assigned.

Distinguishing Characteristics:

- Working with the County Superintendent, incumbent provides leadership and exercises administrative responsibility for programs and services within the County Office and the region;
- Makes decisions of critical consequence affecting how service areas will be organized, administered and managed, as well as what short- and long-term objectives and plans are most appropriate;
- Administers multiple programs through subordinate management and supervisory personnel;
- Confers with the Superintendent, the Board of Education and other high-level officials to plan and direct activities, implement decisions, justify or defend decisions and negotiate or settle significant and/or controversial issues.

Supervision Received and Exercised:

General administrative direction is provided by the Superintendent. Responsibilities include providing administrative direction to certificated and classified staff in the education division.

Examples of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Provide administrative leadership in directing, managing and participating in the identification, development and implementation of departmental goals, objectives, policies, priorities, service programs and procedures;
- Translate the County Office's educational philosophy, goals and objectives into active terms that directly benefit teachers and students of the county office and local school districts;
- Ensure that all educational programs and activities are operated within the limits and the intent of the state and federal law;
- Assist the County Superintendent in the determination of resource allocation and levels of service according to established policy; oversee the preparation and execution of the budget for the instruction division;
- Supervise and monitor the county office personnel practices and procedures; develop and maintain sound personnel morale, policies and procedures;
- Work to improve the quality of educational services and programs to the districts; assist school districts to implement educational programs or procedures mandated, requested or recommended by the California State Department of Education;
- Facilitate and lead countywide instructional division initiatives and programs comprised of district, agency and business partnerships;
- Work cooperatively with leaders of other administrative programs in integrating and coordinating individual effort into a unified program for the County Office;
- Devise comprehensive and effective systems of record keeping in accordance with the needs of the County Office programs and the policies, regulations and laws affecting those programs;
- Remain abreast of developments and innovations in the field by reading current literature, attending professional association meetings, conferences and by discussing developments and issues of mutual interest with others in the field;
- Prepare and submit reports and other documents as requested by the County Superintendent; oversees development and publication of other documents within the office;

- Initiate development of new programs, self-supporting services and strategies for streamlining services;
- Plan, design, implement, evaluate and coordinate delivery of services in Region 1 and other adjacent counties working through appropriate staff; determine and implement appropriate changes and improvements to ensure effective, cost-efficient programs;
- Research and analyze administrative, fiscal and operational problems; review findings and implement solution;
- Meet with a variety of federal, state, regional and local officials regarding current and future policy and procedural aspects of the educational services, programs and functions assigned;
- Select, train, supervise and evaluate staff;
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts;
- Principles and practices of modern management including personnel administration, administrative planning, organizational development, budgeting, collective bargaining, purchasing and information processing;
- Funding sources for educational programs and the variety of related regulations, controls and reporting procedures.

Ability to:

- Respond promptly to requests of internal and external clients; provide them needed direction, assistance, training, materials and resources;
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
- Motivate, challenge and guide others in the improvement of educational programs and County Office services;
- Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively;
- Develop and administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes;
- Plan, organize and conduct training, inservice and staff development activities; coordinate curriculum and instruction projects, conferences, events and activities;
- Assume primary responsibility for the maintenance and operation of site(s); providing a safe and healthful environment for students, staff and clients;
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set high standards and assist others in meeting those standards;
- Select, train, supervise and evaluate staff relative to program objectives; observe and document performance; design data-based improvement process.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Masters Degree from an accredited institution of higher education is required.

Experience:

- In management positions with progressively increasing responsibility and Curriculum and instruction experience.
- In staff development and/or inservice training experience.

Credentials:

- Appropriate valid California Teaching Credential and Administrative Services Credential.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illnesses, injuries, infections, and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.