ASSOCIATE SUPERINTENDENT, SPECIAL EDUCATION

Definition:
Under the direction of the Superintendent, plan, organize and direct services and activities of the Special Education Department of the Sonoma County Office; provide educational and administrative leadership to the staff and students and designated sites; plan, coordinate, schedule and supervise the work performed by certificated and classified staff; plan, organize and direct all aspects of special education operations; assist with the development and administer program budgets; serve as liaison between the County Office, SELPA and local districts, other schools, outside agencies and the general public; coordinate facilities use and development; provide responsible staff assistance in the management of the Special Education program; and perform related duties as assigned.

Supervision Exercised and Received:
General administrative direction is provided by the Superintendent. Responsibilities include providing administration direction to certificated and classified staff in the instruction division.

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

- Has fiscal authority within assigned division.
- Supervises development of all division program budgets.
- Approves all division expenditures.
- Monitors all division budgets.
- Reflects sound budget management practices.
- Keeps division staff aware of trends and long-term issues regarding budgets.
- Provides leadership, direction and guidance for assigned staff.
- Has a system which insures he/she is receiving and imparting information critical to division activities/programs.
- Is accessible to all division staff.
- Assists staff in problem solving and decision making.
- Keeps division staff efforts prioritized, focused and within appropriate timelines.
- Sets a personal example in following office policies, regulations and procedures.
- Participate in development of Sonoma County Office of Education policies and procedures and insures implementation.
- Contribute as an active member of cabinet.

Employment Standards:

Knowledge of:

- Leadership, management and evaluation of programs within division.
- Both fundamental and current educational issues.
- Establishing and monitoring division programs’ direction and priorities.
- Assessing quality of division programs regularly and sets goals for revision.
- Coordinating both intra and inter-divisional programs.

Ability to:

- Plan and provide for staffing changes within division and across other divisions.
- Select, transfer and assign staff for division, according to Sonoma County Office of Education policies and procedures, rules, regulations and employee contracts.
- Supervise overall performance of staff to encourage job and personal development.
- Evaluate Administrative staff according to established Sonoma County Office of Education procedures.
- Participate in development of Sonoma County Office of Education policies and procedures and insures implementation.
- Contribute as an active member of cabinet.
• Understand relationships among all office divisions and promotes cooperation between departments and divisions.
• Understand effect of division’s actions on other divisions.
• Be an active leader in Sonoma County Office of Education’s emergency and crisis management teams.
• Develop direction and strategies for future operations.
• Utilize long-range planning techniques.
• Implement program changes when needed.
• Collaborate with the Department of Human Resources in the recruitment of staff.
• Insure personnel and program compliance with state, federal and local guidelines.
• Insure compliance with personnel regulations (contracts, fair practice, etc.).
• Review Human Resource procedures with administrative staff.
• Assist in revision of Sonoma County Office of Education procedures and policies as necessary to comply with state and federal regulations.
• Assist with contract negotiations with a variety of bargaining units (i.e., SEIU, ASCOE/CTA, ROPTA, AFT, Merit Rules).
• Follow due process procedures.
• Review and insures timely submission of Sonoma County Office of Education reports to state and federal agencies by program staff.
• Be responsible for all aspects of contract development and management.
• Coordinate division of services with and for school districts.
• Insure coordination of Sonoma County Office of Education services with Districts.
• Respond to District requests for service.
• Serve as intermediary between program administrators and District Personnel, when necessary.
• Assist in the coordination of a county-wide transportation program.
• Communicate effectively with staff, community and public/private agencies.
• Produce written materials which are informative, organized and clearly communicates ideas.
• Communicate effectively in a variety of situations including oral reports, informal communication and public interviews.
• Use professional judgment and discretion in all forms of communication.
• Demonstrate effective oversight in all aspects with facilities management.
• Participate in activities designed for professional growth.
• Attend workshops, classes, in-services, conferences or other related professional activities.
• Demonstrate current knowledge of skills, information and techniques appropriate to assignment.
• Represent SCOE in the Special Education Administrators of County Offices (SEACO) Organization and liaisons with the California Department of Education on all Special Education issues.

**Education and Experience:**

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

**Education:**

- A Master’s Degree or equivalent from an accredited college or university with emphasis in education or a closely related field.

**Experience:**

- Five (5) or more years of comprehensive and directly related progressive experience beyond experience required to obtain an appropriate credential of which a minimum of three (3) years should be with Special Education programs.

**Credentials:**

- A 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 and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
• Proof of TB test will be required upon employment.
• Proof of COVID-19 vaccinations are 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.