Sonoma County Office of Education – Job Description

Certificated Management

Superintendent, North Coast School of Education (NCSOE)

Definition:
Under the general direction of the Associate Superintendent of Human Resources, develops, coordinates, maintains, administers and evaluates a preliminary and clear accredited teacher, administrative, and intern training programs serving the North Coast School of Education service area, district charters, and counties. Performs other related duties as assigned.

Supervision Exercised and Received:
The Associate Superintendent of Human Resource Services and the County Superintendent provide general direction. Responsibilities include providing direction to and supervising certificated and classified staff. Evaluation of performance is the responsibility of the Associate Superintendent of Human Resource Services.

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

- Plans, organizes, manages, and directs the ongoing operations of the Sonoma County North Coast School of Education.
- Coordinates with district, county, regional and state agencies as needed to implement program requirements.
- Establishes and maintains necessary training sessions for program candidates.
- Directs and supports staff in orientation and support of candidates, instructors, mentors, and practicum supervisors.
- Directs and manages staff in the development, delivery and refinement of course content.
- Exhibits innovation and creativity in developing and expanding the program operations and profile.
- Identifies, recruits, assigns and evaluates program faculty.
- Monitors and evaluates program to maintain accreditation, ensure compliance with changing policies and meet the needs of new administrators and teachers.
- Ensures that the teaching and administrative programs articulate with institutions of higher education to develop and maintain partnerships and provide higher-level credit as needed.
- Develops and implements a recruitment plan and application process for aspiring and new teachers and administrators that includes a focus on diversity.
- Participates in and oversees the process for candidate selection.
- Identifies and implements improvements to the participant selection process.
- Maintains communication plans to disseminate information and provide feedback for program participants.
• Develops and executes an interactive instructional series for new educators that utilizes a multi-media and technology focus.
• Ensures that applicants are aware of funding options.
• Develops and maintains a system of classroom walkthroughs and observations for interns and new administrators.
• Ensures the program leads to the development of a self-supporting cadre for new North Coast School of Education (NCSOE) interns, teachers, and administrators.
• Markets and maintains a high level of all client, county office affiliate partners with contracted program services.
• Builds capacity within the North Coast School of Education (NCSOE) and expands affiliate partnership agreements.
• Budget development and supervision.
• Monitors state and federal teacher incentives, grants and scholarships.
• Develops, monitors and expands Charter School membership and agreements.
• Works with service area districts and charter schools to build coaching systems to support ongoing teaching and leadership development.
• Develops, implements and maintains an annual evaluation of the North Coast School of Education’s (NCSOE) program that includes input from program participants and charter district leadership.
• Maintains accurate records, completes required reports and administers budgets.
• Establishes and maintains liaisons with universities, school districts, county service agencies, state agencies, and other partners.
• Selects, trains, supervises and evaluates the performance of clerical/technical staff.
• Maintains program standards that meet accreditation requirements of appropriate entities such as the Commission on Teacher Credentialing and the California Department of Education.

Employment Standards:

Knowledge of:
• Techniques and practices of effective supervision and administration.
• Federal and State laws, policies, procedures and practices governing primary and secondary educational programs.
• Assessment and evaluation strategies for administrators and programs. Goals, requirements, and guidelines of the state of California’s Commission on Teacher Credentialing regarding teacher and administrative preparation programs.
• Budget preparation and control.
• Methods of communication between agencies served by the County Office of Education on a countywide and regional, and statewide basis.

Ability to:
• Coordinate the work of program specialists, teachers, managerial, and clerical staff.
• Plan, implement, assess, and evaluate teacher and administrative training programs.
● Develop program goals, set priorities, monitor expenditures and evaluate programs.
● Select, train, and supervise staff.
● Utilize technology effectively.
● Develop and maintain positive working relationships.
● Communicate effectively in both verbal and written form.
● Present ideas and concepts clearly and concisely.
● Comprehend and interpret laws, rules and regulations, and policies pertaining to programs and services.
● Research, acquire and evaluate appropriate data for effective problem solving and/or decision-making.

**Computer Skills:**

● Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
● Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
● Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
● Basic email skills, including the ability to send and open a file attachment.
● Basic Internet usage including the ability to utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks and observe copyright regulations.

**Education and Experience:**

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

**Education:**

● Masters Degree from an accredited college or university with an emphasis in education or closely related field.
● Doctorate Degree in education or a related field is preferred.

**Experience:**

● At least five years of administrative experience.
● Extensive, progressively responsible experience in instructional services including direct administration in county office(s) of education or medium or large sized school district(s), preferably at a director level or above.
● Successful experience in the design and administration of a professional development and assessment program for aspiring and new administrators desirable.
● General knowledge and understanding of charter, district, and county office funding.
**Credentials:**
- A valid California Administrative Services Credential is required.

**Physical Abilities:**
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.
- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- May need to occasionally lift up to twenty (20) pounds and in excess of twenty (20) pounds with assistance.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

**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.