

Announces the position opening for
DEPUTY SUPERINTENDENT



Application Deadline: 4:30 p.m. on Monday, March 16, 2015

www.sccoe.org

County Superintendent of Schools
Jon R. Gundry



Santa Clara County
Office of Education

DEPUTY SUPERINTENDENT

Basic Function

Under the direction of the County Superintendent of Schools, the Deputy Superintendent serves as the Chief Administrative Officer in the absence of the Superintendent and is vested with the authority of the Superintendent to resolve issues related to the day-to-day operations of the County Office of Education. The Deputy Superintendent is responsible for the management/supervision of the executive branches of the County Office, including the supervision of personnel, programs and functions, goal setting, communicating and decision-making.

Representative Duties and Responsibilities

Provides general supervision and leadership for all branches of the County Office; provides oversight and coordination of the executive branches; conducts reviews of the departments in the branches and makes recommendations and provides input to the Superintendent; provides leadership in the development of system-wide improvement strategies; oversees, directs and monitors progress within and across branches;

Provides leadership and oversight in aligning County Office administrative functions, processes and special projects that engage multiple branches; works with administrators in charge of executive branches in the carrying out of their specific responsibilities; accounts for variances and implements necessary corrective actions;

Provides leadership for the planning, implementation and evaluation of programs and services as necessary to support County Office efforts to fulfill strategic goals and objectives and achieve operational excellence;

Provides advice and counsel to the Superintendent and serves as staff advisor on a wide-ranging array of matters pertaining to the County Office as necessary to achieve efficient and effective operations. Serves as a sounding board and provides technical information and assistance to the Superintendent regarding County Office programs, issues, needs, services, activities, and history.

Builds positive working relationships with various community leaders and organizations; interprets the philosophy, programs, and

policies of the County Office to staff, school personnel, and the community; assists in the planning, development, and implementation of Board Policies, Administrative Regulations, and the strategies for achieving goals and objectives of the County Office;

Analyzes the impact of existing, proposed and new federal and state legislation, regulatory requirements and proposed changes and advises the Superintendent regarding their impact on County Office operations and functions and provide recommendations for effective and compliant implementation;

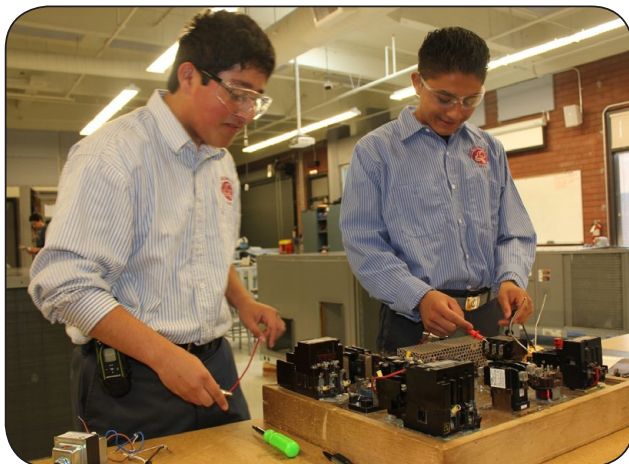
Develops policies, procedures, and practices to ensure that all programs and operations are continuously monitored, aligned, and improved; and

Completes special assignments and performs other related duties as assigned.

Salary and Benefits

The salary of the Deputy Superintendent is in the range of \$230,000/Yr, depending on experience and qualifications. Compensation includes an annual stipend of \$2,300 for a Master's degree or \$4,000 stipend for a Master's/earned Doctorate combination.

The Office provides 25 vacation days, 15 paid holidays, retirement system contributions, and 12 days of sick leave per year, as well as income protection, life insurance, and health, dental and vision care plans.



Professional Skills and Abilities

In addition to an unswerving commitment to public education, the ideal candidate has mastery level skills in the following:

- Communication in critical situations, both orally and in writing;
- Creative and adaptive program planning, design, implementation, maintenance and evaluation;
- Personnel management; and
- Working with others in both authority and nonauthority relationships on a routine basis.

Qualifications

Required minimum training, education, licensing, and work experience includes: Master's degree from an accredited college or university with major course work or extensive experience in California elementary or secondary education; a doctorate is preferred: a valid California Elementary or Secondary Teaching credential; a valid California Administrative Credential and a valid California driver's license.

Ten years of site and central office level job-related administrative experience is required.

Application Procedure

Application Deadline: 4:30 p.m. on Monday, March 16, 2015.

Postmarks will not be accepted.

Applicants must submit the following by the application deadline:

- Signed letter of intent;
- Completed online application (www.sccoe.org);
- Resume;
- Photocopies of required credentials, permit, or temporary county certificate;
- Three recent, signed letters of recommendation;
- Photocopies of all graduate diplomas or transcripts as proof of Master's and Doctorate degrees; and
- Out-of-state candidates must provide all undergraduate and graduate transcripts that verify eligibility of the required CA credential.

Submit all materials to:
Philip J. Gordillo
Chief Human Resources Officer
Santa Clara County Office of Education
1290 Ridder Park Drive, MC 264
San Jose, CA 95131
Fax: (408) 453-4384
Email: patty_tijerina@sccoe.org

For additional information, please contact:
Telephone: (408) 453-6834
Fax: (408) 453-4384

Access our application online at: www.sccoe.org

Application materials will be screened to select the best qualified candidates to be invited to an interview. Initial interviews will be conducted by a panel of educational administrators who will evaluate job-related abilities and recommend candidates for a second interview. A final selection will be made, following the second interview, by the County Superintendent of Schools.

The Community

Situated between the San Francisco Bay and the Santa Cruz Mountain Range, Santa Clara County extends south to the city of Gilroy and north to Palo Alto. With nearly 1.8 million residents, it is one of the largest counties in California. Prime attractions of the area are its Mediterranean climate, easy access to mountain peaks and ocean beaches, nationally acclaimed universities, and many cultural, economic and educational resources. The county has emerged as the industrial and technological center known as Silicon Valley.



The County Office of Education

The Santa Clara County Office of Education is committed to serving, inspiring and promoting student and public school success. It serves as an exemplary regional resource to students, parents, districts, agencies and businesses by working in tandem with the county's 36 public schools and community college districts.

Furthermore, the COE is committed to being in the forefront of educational reform.

The Santa Clara COE is looking for a proven leader to join us in our effort to become a model of excellence and provide indispensable, value added services to the student families,

business, and governmental and community-based organizations within our county.

With a staff of 1,800 employees and an annual budget of over \$196 million, the Santa Clara COE provides services that reach more than 262,000 public school students and their families.

Mission Statement

The Santa Clara County Office of Education is committed to serving, inspiring and promoting student and public school success.

Goals

- Improve student equity and reduce access discrepancies to high quality education
- Provide support to districts, communities, schools and students
- Be a premier employer
- Improve organizational effectiveness and efficiency



Santa Clara County Board of Education

Leon F. Beauchman · Michael Chang
Joseph Di Salvo · Darcie Green · Grace H. Mah
Claudia Rossi · Anna Song

County Superintendent of Schools

Jon R. Gundry



Santa Clara County
Office of Education

1290 Ridder Park Drive
San Jose, CA 95131-2304
www.sccoe.org