

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ASSISTANT SUPERINTENDENT – EARLY LEARNING SERVICES DIVISION

#### BASIC FUNCTION:

Under the supervision and direction of the County Superintendent of Schools, supervises and is responsible for the direct and indirect service for early care, health and education programs, advocacy and policy initiatives related to early learning; provides leadership and management of the programs and services of the Santa Clara County Office of Education (Office) and is directly responsible for the following areas: Local Child Care Planning Council (LPC), Strong Start, State Preschool, Head Start, and CPIN; and ensures the alignment and coordination of all other local, state and federal programs and initiatives for youth birth to age 8.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Develops, sustains, and supports districts as they develop and sustain exemplary P-12 educational programs, based on a thorough knowledge and understanding of current research in child development, curriculum, instruction, assessment, parent engagement, and program design.

Supervises the collaboration between the Office and school districts and local providers to establish needs and provide high-level facilitation, professional development, and technical assistance to support program development, professional development, funding, facilities, parent engagement and workforce development.

Initiates, establishes and maintains critical liaisons and partnerships with local, regional and state agencies which link with, and support Office programs; works effectively with diverse groups and points of view; listens to and communicates effectively with staff, students and members of the community.

Commits to exercising the Office's Strategic Plan in working with staff, solving problems and implementing change; identifies, selects, manages and evaluates staff in a manner which inspires outstanding performance and morale; directs, reviews, and approves Division personnel management functions, such as, hiring and termination, staff development, employee evaluation and discipline.

Coordinates and guides the development and implementation of site, division and Office plans based upon the early learning master plan, strategic plans, and other relevant goals and objectives; and provides leadership, directs, administers and supervises the regular reporting of progress.

Provides responsive advice, counsel and education to administrators, faculty and staff on early care, health and education issues and trends; monitors research and law to forecast the impact of changes upon the delivery of early learning services by and for the Office.

Supervises the technology, materials and curriculum adoption process for early learning programs.

Ensures the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and Office regulations; participates in state and local activities to promote the Office's interests in the area of early care, health and education; applies excellent internal and external customer service and directs staff in developing excellent customer service practices; applies and uses effective interpersonal skills (tact, patience, courtesy); informs and updates the County Superintendent, the County Board of Education via the County Superintendent, Cabinet, and school administration on projects, operational changes, and

service level objectives; informs senior management of potential problems before they occur and presents solutions.

Collaborates with Cabinet and division staff in alignment with the vision, mission, values and core principles of the office.

Develops, reviews, and monitors project management standards for new and projects; administers and interprets statutes, regulations, and policies concerned with the legal responsibilities of the early care, health and education providers; reviews business and administrative educational processes for the possible application of new practices.

Participates at the executive level in the development and implementation of internal educational policies, procedures, and planning; represents Early Learning Services before the County Board of Education as directed by the County Superintendent and in Office division meetings; participates in the development of Office plans for a wide variety of subjects.

Maintains consistent and clear communications with Office administrators and staff regarding plans, timelines, needs, and vision; oversees and monitors budgets and responds to auditor concerns and findings.

Represents the County Superintendent at California County Superintendents Educational Services Association's (CESSA) early learning related committees or subcommittees and communicates relevant information to staff, Cabinet, district partners and providers.

Regularly communicates with the County Superintendent and supports the County Superintendent to implement the County Superintendent's vision for early care, health and education.

Performs other related duties as assigned by the County Superintendent.

#### **KNOWLEDGE AND ABILITIES:**

**REQUIRED MINIMUM SKILLS AND ABILITIES:** Demonstrated success as a strong and visionary leader; mastery skill in communicating in critical situations, both orally and in writing; mastery skill in financial and statistical analysis and control; mastery skill in creative and adaptive program planning, design, implementation, maintenance and evaluation; mastery skill in working with personnel management decisions; mastery skill in working with others in both authority and non-authority relationships on a routine basis.

#### **KNOWLEDGE OF:**

General overall knowledge of Office's services and responsibilities of departments;  
 Budget preparation and control;  
 Applications, current research, and innovations in academic assessment and program evaluation;  
 State and Federal accountability systems and measures and how measures are calculated;  
 State and Federal legislation, and the impact to specific student groups including English Learners, low-income students, foster youth, students with disabilities and other underperforming student groups;  
 Oral and written communication skills;  
 Applicable laws, codes, regulations, policies and procedures;  
 Interpersonal skills using tact, patience and courtesy;  
 Operation of a computer and assigned software.

#### **ABILITY TO:**

Direct and evaluate the performance of assigned staff;

Communicate effectively both orally and in writing;  
 Speak and present to groups, facilitate meetings, training programs, and development discussions;  
 Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;  
 Interpret, apply and explain rules, regulations, policies and procedures;  
 Operate a computer and assigned office equipment;  
 Meet schedules and timelines;  
 Work independently with little direction;  
 Plan and organize work;  
 Prepare comprehensive narrative and statistical reports;  
 Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Master’s degree from an accredited college or university with major course work or extensive experience in education; a doctorate degree is preferred; minimum of eight (8) years of job-related administrative experience with demonstrated competence in educational leadership, including five (5) years as a principal, site director, and/or school district central office leadership.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
 Valid California Elementary or Secondary Teaching Credential  
 Valid California driver’s license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
 Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations;  
 Seeing to read a variety of materials;  
 Walking, bending, reaching, standing, and stooping;  
 May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 lbs;  
 Dexterity of hands and fingers to operate a computer keyboard

Approved: Anisha Munshi 9/30/19  
 Anisha Munshi, Ed.D. Date  
 Assistant Superintendent-Personnel Services

Authorized: MaryAnn Dewan 9/30/19  
 Mary Ann Dewan, Ph.D. Date  
 County Superintendent of Schools