

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT SUPERINTENDENT – EXECUTIVE SERVICES

BASIC FUNCTION:

Under the supervision of the County Superintendent of Schools, plans, organizes, directs, and reviews assigned departments, projects, programs, and initiatives in the Executive Services Division and as otherwise assigned by the County Superintendent. This is an executive certificated administrator position and a member of the County Superintendent's Cabinet.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Manages programs, projects, initiatives, and departments using proven organizational design and research-based organizational theory.

Creates and leads highly energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole.

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 a collaborative, servant-leadership style 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 assigned personnel management functions, such as, hiring and termination, staff development, employee evaluation and discipline.

Coordinates and guides development and implementation of plans based upon the Santa Clara County Office of Education's (SCCOE) goals and objectives; provides leadership, directs, administers, and supervises assigned Office-wide programs and initiatives.

Represents the County Superintendent and/or serves as her alternate on external committees, commissions, task forces, or other similar bodies as assigned and/or properly designated.

Oversees assigned departments in the Executive Services Division and monitors the progress and completion of tasks.

Provides responsive advice, counsel and education to administrators, faculty and staff on educational issues and trends; monitors educational trends in order to forecast the impact of those changes/trends.

Assists the County Superintendent with oversight, day to day operations, and leadership of the Executive Services Division.

Assures the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and SCCOE regulations.

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).

Administers and interprets statutes, regulations, and policies concerning relevant legal responsibilities; reviews business and administrative processes for possible application.

Participates at the executive level in the development and implementation of internal educational policies, procedures, and planning; represents the SCCOE before the Board of Education and in SCCOE division meetings; participates in the development of SCCOE plans for a wide variety of subjects; develops and executes plans and ensures integration with the SCCOE's strategic plan, goals, and objectives.

Assists the County Superintendent with policy development as assigned.

Maintains consistent and clear communications with SCCOE administrators and staff regarding project plans, timelines, needs, and vision.

Assists the County Superintendent in preparation and implementation of executive and administrative functions as assigned.

Completes other related duties as assigned.

DECISION-MAKING AND PROBLEM-SOLVING: Forecasts trends and sets direction for the SCCOE and participates in planning for external agencies; uses non-traditional/creative approaches to problem solving; recommends new or revised standards, policies, etc.; uses specialized techniques in analysis of collected data; is aware that decisions will have SCCOE and county-wide impact. Situations are varied and routinely highly complex.

REQUIRED MINIMUM SKILLS AND ABILITIES: 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.

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING: Master's degree or higher 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.

REQUIRED MINIMUM PRIOR WORK EXPERIENCE: Eight (8) years of progressive school administrative and central office management job-related experience.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams;
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
- Demonstrates emotional intelligence;
- Models inclusive, effective, and authentic communication;
- Applies knowledge of the intersectionality of race, equity, and inclusion;
- Builds and sustains positive, trusting relationships;
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

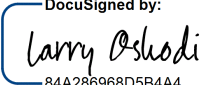
REQUIRED INTERACTION (NON-AUTHORITY): Contacts are usually unstructured and are primarily with highest level individuals inside and outside the SCCOE; and contacts require decision-making and problem-solving where office-wide, cross-divisional concerns are at stake.

SUPERVISION: Supervises leadership team members and other staff.

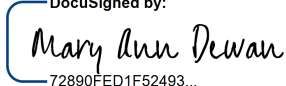
WORKING CONDITIONS: Duties are performed in an office environment while sitting at a desk, at program sites and in the community to make oral presentations and attend meetings. Incumbents may be required to work a flexible schedule, which may include evening and weekend hours. Incumbents are subject to extensive public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

PHYSICAL DEMANDS:

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

DocuSigned by:

 84A286968D5B4A4... 1/31/2023 | 4:24 PM PST

Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

DocuSigned by:

 72890FED1F52493... 1/31/2023 | 4:22 PM PST

Authorized: Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools