

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT SUPERINTENDENT-PROFESSIONAL LEARNING AND INSTRUCTIONAL SUPPORT

BASIC FUNCTION:

Under the supervision and direction of the County Superintendent of Schools, supervises and is responsible for the professional learning and instructional support programs and services of the Santa Clara County Office of Education (Office) and directly responsible for the following areas: Coordination of Curriculum and Instructional Support Services to School Districts; Curriculum and Common Core Standards and professional development in the related areas; Education Preparation for Inclusion Classrooms (EPIC) and Leaders in Educational Administration Program (LEAP); Educator Resource Center (ERC); Civic Education; ASAP connect; William's Implementation and regional programs when assigned.

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 curriculum, instruction, assessment and program design in all areas of comprehensive education; and William's oversight and implementation.

Supervises the collaboration between the Office and school districts to establish needs and provide high-level facilitation, professional development, and technical assistance to support Local Control Funding Formula (LCFF) implementation, professional development plans, assistance in developing Local Control and Accountability Plan (LCAP) goals and providing related instruction and professional learning services.

Supervises the planning of professional learning for all Office staff serving students in collaboration with Student Services & Support Division directors.

Creates and encourages the management of programs 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 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 Office's Educational Master Plan, strategic plans, and other relevant goals and objectives; and

provides leadership, directs, administers and supervises division-wide professional learning.

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

Supervises the textbook and curriculum adoption process for Office 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 educational services; 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, County Board of Education, Cabinet, and school administration on educational services 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 to ensure that professional learning, curriculum support and other related support services are available to the program staff of the Office, and develops thoughtful and strategic action plans to support staff in the Student Services and Support Division.

Develops, reviews, and monitors project management standards for new and ongoing educational services projects; administers and interprets statutes, regulations, and policies concerned with the legal responsibilities of the Professional Learning & Instructional Support Division; reviews business and administrative educational processes for the possible application of new educational practices.

Participates at the executive level in the development and implementation of internal educational policies, procedures, and planning; represents educational services before the County Board of Education 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 educational plans, timelines, needs, and vision; oversees and monitors budgets and responds to auditor concerns and findings.

Attends the County Superintendent at California County Superintendents Educational Services Association's (CCESSA) Curriculum Instruction Steering Committee (CISC) and communicates relevant information to staff, Cabinet and district partners.

Regularly communicates with the County Superintendent and supports the County Superintendent to implement the County Superintendent's vision for Professional Learning and Instructional Support.

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 and/or school 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 12/3/18
Anisha Munshi, Ed.D. Date

*Director-Human Resources

*Authorized by the County Superintendent of Schools Mary Ann Dewar

Revised 10/26/18: removed references to *Branch*; replaced with *Division*.