

# SANTA CLARA COUNTY OFFICE OF EDUCATION

## Job Description

### Assistant Superintendent-Student Services and Support Division

#### SUMMARY

Under the supervision of the County Superintendent of Schools, administers the Student Services Branch by planning, organizing, directing, and reviewing the Office's educational and student services programs. The programs for which this position has responsibility include: Alternative Education, Environmental Education, Early Learning Services, Foster Youth Services, Head Start/Early Head Start, CPIN/Inclusion Collaborative, State Preschool, Migrant Education, Special Education, Safe and Healthy Schools, and Educare. This is an executive certificated administrator position and a member of the County Superintendent's Cabinet.

#### ESSENTIAL DUTIES

Develops and sustains exemplary educational programs based on a thorough knowledge and understanding of current research in curriculum, instruction, assessment and program design in the areas of at-risk-youth, special education, environmental education, early childhood education and preschool education;

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 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 branch personnel management functions, such as, hiring and termination, staff development, employee evaluation and discipline;

Coordinates and guides development and implementation of site, branch and Office plans based upon the Office's Educational Master Plan, goals and objectives; provides leadership, directs, administers and supervises all Office-wide student educational programs;

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 upon the delivery of instruction for the Office;

Assures the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and Office regulations; supports technology-based curricular and program articulation.

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, Board of Education, Cabinet, and School Administration on student education projects, operational changes, and service level objectives;

Develops, reviews, and monitors project management standards for new and ongoing student services projects; directs and participates in the monitoring of evolving student enrollment trends and sponsors feasibility studies of the potential utilization of classrooms and sites; directs the analysis of the cost effectiveness, achievability, and operational efficiency of proposed sites and staffing ratios;

Administers and interprets statutes, regulations, and policies concerning the legal responsibilities of the Student Services and 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 Student Services and Support Division before the Board of Education and in Office branch meetings; participates in the development of Office plans for a wide variety of subjects; develops and executes the Office's Educational Master Plan and ensures integration with the Office's strategic plan, goals, and objectives;

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;

Provides leadership, directs, administers and supervises cooperative relationships with various news media groups, community organizations, Office school sites/departments, and other civic, corporate and governmental agencies and marketing of the Office in a positive light;

Completes other related duties as assigned.

**DECISION-MAKING AND PROBLEM-SOLVING:** Forecasts trends and sets direction for the Office 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 Office 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.


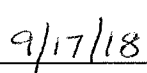
**REQUIRED INTERACTION (NON-AUTHORITY):** Contacts are usually unstructured and are primarily with highest level individuals inside and outside the Office; and contacts require decision-making and problem-solving where office-wide, cross-divisional concerns are at stake.

**SUPERVISION:** Supervises leadership team members.

**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.

	
Anisha Munshi	Date
Director-Human Resources	

6/21/13 Revised to include “doctorate preferred,” and experience increased from five to eight years.  
7/15/15 Added Educare in place of Special Education Local Planning Area (SELPA)  
10/1/18 Title changed from Chief Schools Officer to Assistant Superintendent