

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSOCIATE SUPERINTENDENT - PROFESSIONAL LEARNING AND EDUCATIONAL PROGRESS

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 (SCCOE) and directly responsible for the following areas: Assessment and Accountability; Local Control Accountability Plan (LCAP) for School Districts; Differentiated Assistance, Accountability Dashboards; Civic Engagement; Assessment and Evaluation, State and Federal Programs; Inclusion Collaborative; Coordination of Curriculum and Instructional Support Services to School Districts; Curriculum and Common Core Standards and professional development in the related areas; Educator Preparation Programs such as Education Preparation for Inclusion Classrooms (EPIC) and Leaders in Educational Administration Program (LEAP); Foster Youth Services; Educator Resource Center (ERC); William's Implementation related initiatives 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 education, accountability, assessment, and program design in all areas of comprehensive education.

Supervises the collaboration between the SCCOE and school districts to establish needs and provide high-level facilitation, professional development, and technical assistance to support Local Control Funding Formula (LCFF) implementation and assistance in developing LCAP goals and services.

Coordinates professional learning for continuous improvement, improvement science, and evidence-based approaches to change integration and improved student outcomes.

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 SCCOE 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 SCCOE'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 SCCOE plans based upon the SCCOE's Strategic Plan and other plans, goals, and objectives.

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 services by and for the SCCOE.

Ensures the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and SCCOE regulations; participates in state and local activities to promote the SCCOE's interests in the areas of professional learning and educational progress;

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 professional learning and educational progress 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, LCAP, Differentiated Assistance, and all other services under their supervision are available to the program staff of the SCCOE.

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 division; reviews business and administrative professional learning 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; prepares relevant reports as requested by the County Superintendent and in SCCOE division meetings; participates in the development of SCCOE plans for a wide variety of subjects; maintains consistent and clear communications with SCCOE administrators and staff regarding educational plans, timelines, needs, and vision; oversees and monitors budgets and responds to auditor concerns and findings.

Represents the County Superintendent at California County Superintendents Curriculum Instruction Support Committee (CISC) and ensures the timely and effective dissemination of information from meetings to staff, Cabinet, districts, and community.

Supervises the textbook and curriculum adoption process for SCCOE programs.

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

Performs other duties as assigned by the County Superintendent.

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, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

General overall knowledge of SCCOE'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.

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.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited college or university with major course work or extensive experience in education; a doctorate degree required; 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:

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.

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Larry Oshodi
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Approved: Larry Oshodi Date
Assistant Superintendent-Personnel Services

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