

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ASSISTANT SUPERINTENDENT**

#### **BASIC FUNCTION:**

Under the supervision of the County Superintendent of Schools, plans, organizes, directs, reviews, and leads operations and services of departments, projects, programs, and initiatives in an assigned Division and as otherwise directed by the County Superintendent. May be assigned leadership responsibilities for additional programs, departments, or Divisions at the discretion of the County Superintendent. This is an executive certificated administrator position and a member of the County Superintendent's Cabinet.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

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.

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.

Supervises the collaboration between the Office and school districts to establish needs and provide high-level facilitation, professional development, and technical assistance to support districts and SCCOE programs.

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

Coordinates and guides the development and implementation of division and Office plans based upon the Office's Strategic Plan and other plans, goals, and objectives.

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.

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Uses and applies 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 support services are available to the program staff of the Office and develops thoughtful and strategic plans to support staff in the assigned Division and programs.

Develops, reviews, and monitors project management standards for new and ongoing projects; administers and interprets statutes, regulations, and policies concerned with the legal responsibilities of the division; reviews business and administrative 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 to the County Board of Education as requested 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 educational plans, timelines, needs, and vision; oversees and monitors budgets and responds to auditor concerns and findings.

Represents the County Superintendent at assigned committees and groups and ensures the timely and effective dissemination of information from meetings to staff, Cabinet, districts, and community.

Regularly communicates with the County Superintendent and supports the County Superintendent to implement the County Superintendent's vision for the Division.

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:**

Principles of leadership, training, and performance evaluation;

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 early education, English Learners, low-income students, foster youth, students with disabilities and other underperforming student groups;

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Applicable laws, codes, regulations, policies, and procedures.

**ABILITY TO:**

Learn, interpret, and apply State Education Code, Governmental Code, federal and state regulations and other related regulations;  
Use interpersonal skills using tact, patience, and courtesy;  
Communicate effectively both orally and in writing;  
Supervise and evaluate the performance of assigned personnel;  
Develop and implement operational guidelines and programs in accordance with County Board policies;  
Coordinate systems and procedures for maintaining program activities in an organized manner;  
Direct and evaluate the performance of assigned staff;  
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, assigned software and 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 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 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

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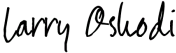
**WORKING CONDITIONS:**

**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.

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Approved: Larry Oshodi Date  
 Assistant Superintendent-Personnel Services

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