

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ASSISTANT SUPERINTENDENT (Cabinet Level)**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, plan, organize, control and direct the operations, activities and services of the assigned Division(s), school district support services, community partnerships and professional development; coordinate and direct personnel, resources, communications and information to meet County Office needs and enhance student learning and achievement and educational effectiveness; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

- **SERVE IN THE SUPERINTENDENT'S ABSENCE UPON REQUEST.**

Plan, organize, control and direct the operations, activities and services of the assigned Division, including school district support services, community partnerships and professional development; establish and maintain related timelines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct personnel, resources, communications and information to meet County Office needs and enhance student learning and achievement and educational effectiveness; direct the development and implementation of Division programs, plans, projects, standards, services, strategies, goals and objectives; participate in the development and implementation of the County Office strategic plan; assure proper and timely resolution of related issues and conflicts.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate staff and consultant work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Monitor and analyze Division operations and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs and programs; oversee the research, development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the Division.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to services; direct the modification of programs, functions, policies and procedures to meet local, State and federal requirements as appropriate; review, evaluate and implement new programs and educational practices as appropriate.

Coordinate resources, communications and information between County Office administrators, personnel, school districts, outside organizations, Board members, consultants and various local, State and federal agencies; monitor, identify and develop services and programs to meet the educational needs of County school districts.

Provide consultation and technical expertise to administrators, personnel, school districts, outside agencies and the public concerning Division operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related standards, requirements, practices, services, schedules, events, activities, plans, goals, objectives, laws, codes, regulations, policies and procedures.

Administer and monitor programs and activities to assure compliance with established standards and requirements; direct the development of standards to meet student needs; coordinate activities to enhance County Office and school district faculty and administrative understanding of educational practices, curriculum standards and instructional strategies related to Educational Services; direct the scheduling, development and implementation of professional development activities.

Develop and prepare the annual preliminary budget for Division; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review, analyze and approve purchase requisitions, claims, budget requests and contracts as appropriate; research and obtain grants and other outside funding.

Direct and participate in the preparation and maintenance of a variety of reports, records and files related to Division programs, services, plans, enrollment, agendas, claims, calendars, financial activity, budgets, personnel and assigned duties; assure mandated reports are completed and submitted to appropriate governmental agency according to established time lines.

Assure adequate resources and personnel to meet Division needs; monitor staffing needs and initiate recruitment activities as appropriate; review educational facilities, leases and contracts and participate in the development and implementation of the Facilities Master Plan as directed.

Provide technical information and assistance to the Superintendent regarding Division programs, services, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain partnerships with outside agencies to enhance support for Division services; serve as a liaison between the Division, school districts, higher education and other educational organizations.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and committees; prepare and deliver oral presentations concerning Division programs, services, operations and activities; represent the County Office at local, regional and State meetings, events, boards, commissions, councils and conferences.

Participate in a variety of other assigned activities for the County Office, coordinating emergency situations and participating in special events and projects.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the operations, activities and services of the Division.  
Principles, practices and procedures involved in the development and implementation of Division programs, plans, projects, standards, services, strategies, goals and objectives.  
Local, State and federal standards and requirements governing operations.  
Techniques and strategies related to Division.  
Principles and practices of long-range and strategic planning in an educational setting.  
Technical aspects, services, operations and activities of a comprehensive program.  
Policies and objectives of assigned programs and activities.  
County Office organization, operations, policies and objectives.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable local, State and federal laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Public relations techniques.

**ABILITY TO:**

Plan, organize, control and direct the operations, activities and services of the Division, school district support services, community partnerships and professional development.  
Coordinate and direct personnel, resources, communications and information to meet County Office needs and enhance student learning and achievement and educational effectiveness.  
Supervise and evaluate the performance of assigned personnel.  
Direct the development and implementation of Division programs, plans, projects, standards, services, strategies, goals and objectives.  
Monitor, analyze and modify programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of Division programs and services.  
Coordinate activities to enhance faculty and administrative understanding of practices and instructional strategies related to Division.  
Assure proper and timely resolution of Division issues and conflicts.  
Provide consultation and technical expertise concerning Division services, operations and activities.  
Assure adequate resources and personnel to meet Division needs.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
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:**

Any combination equivalent to: master’s degree in education or related field and eight years experience working with educational programs and services including five years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services credential.  
Valid California instructional or services credential.  
Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Hearing and speaking to exchange information and make presentations.

Grade Allocation:	Accountability of time: County Superintendent
Adopted: 9/2021	Tasks assigned by: County Superintendent
Revised:	Evaluated by: County Superintendent
	Hiring authority: County Superintendent