

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

**CLASS TITLE: ASSISTANT SUPERINTENDENT,
STUDENT PROGRAMS AND SERVICES**

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct the operations, activities and services of the Student Programs and Services Division including special education, court and community schools, instructional programs and professional development functions; 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:

Plan, organize, control and direct the operations, activities and services of the Student Programs and Services Division including special education, court and community schools, instructional programs and professional development functions; establish and maintain related time lines 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; assure proper and timely resolution of parent, student, staff and administrative issues and conflicts related to the Student Programs and Services Division.

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 Student 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 Student Programs and Services activities, resources, communications and information administrators, personnel, school districts, outside organizations, families, Board Members, the public and various local, State and federal agencies; monitor, identify and develop services and programs to meet the special and alternative education needs of County students.

Provide consultation and technical expertise to administrators, personnel, school districts, outside agencies and the public concerning Division operations and activities; respond to inquires, 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 Student Programs and Services programs and activities to assure compliance with established curriculum standards and requirements; direct the development of curriculum standards to meet student needs; coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies related to Student Services; direct the scheduling, development and implementation of professional development and parent training activities.

Develop and prepare the annual preliminary budget for Student Programs and Services; 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, MOA's 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, students, attendance, accountability, 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; coordinate and direct purchasing activities as needed; assure Division facilities are maintained in good repair.

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; provide direction to other agencies in the planning, development and implementation of student services programs including staff and parent training as directed.

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 and other educational organizations and resources.

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.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and direction of the operations, activities and services of the Student Programs and Services Division including special education, court and community schools, instruction and professional development functions.

Curriculum standards, interpretation and application in special and alternative education programs. Local, State and federal standards and requirements governing special and alternative education programs.

Principles, practices and procedures involved in the development and implementation of Division programs, plans, projects, standards, services, strategies, goals and objectives.

Instructional techniques and strategies related to special and alternative education programs.

Technical aspects, services, operations and activities of special and alternative education programs.

Problems and concerns of students with special needs.

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 laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the operations, activities and services of the Student Programs and Services Division including special education, court and community schools, instruction and professional development functions.

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 educational practices, curriculum standards and instructional strategies related to Student Services.

Assure proper and timely resolutions of parent, student, staff and administrative issues and conflicts related to the Student Programs and Services Division.

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 special education 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: 7/1/04	Tasks assigned by: County Superintendent
Revised: 5/10/13; 2/16/18	Evaluated by: County Superintendent
	Hiring authority: County Superintendent