

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: ADMINISTRATION**

**CLASSIFICATION: CERTIFICATED**

**JOB TITLE: ASSISTANT SUPERINTENDENT – EDUCATIONAL SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, plan, organize and direct the activities, services, operations, and functions of the instructional and support programs of the Educational Services department; provide support to districts in curriculum and instruction, assessment, professional development and leadership; assure programs provide a quality education for students and operate in compliance with State and Federal guidelines; develop and maintain assigned budgets; supervise and evaluate the performance of assigned staff; supervise and evaluate the operational effectiveness of the programs within the department; and provide leadership for the overall effectiveness of County Office programs.

### **REPRESENTATIVE DUTIES:**

Assist in planning, organizing and directing the activities, services, operations, and functions of the department. **E**

Provide leadership in developing services and resources to meet the needs of students and families throughout the county. **E**

Provide technical expertise, information and leadership in the development of curriculum and instruction in programs implemented by staff in the districts and County Office, participate in regional curriculum committees. **E**

Assure curriculum and instruction meet Common Core State Standards. **E**

Assure programs operate in compliance with Federal and State guidelines. **E**

Assure all required testing programs meet the State requirements; maintain testing materials and accountability documents. **E**

Develop and maintain a positive learning environment for students; work with individual students and staff; meet with teachers, counselors, students and parents, to review student progress. **E**

Supervise and evaluate the performance of assigned staff. **E**

Assist with interviews and selection of employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate local participation in the Tri-County Induction program. **E**

Assist with planning and scheduling staff meetings; plan, coordinate and arrange for appropriate staff development and in-service activities. **E**

Interpret all governmental statutes, regulations, transmittal notices and memoranda pertaining to all programs; develop program policies and operating procedures. **E**

Assist in the development and implementation of budgets for assigned programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines and requirements; oversee and participate in fiscal accounting and reporting activities. **E**

Monitor the appropriateness and accountability of program activities according to established categorical funding terms and conditions; make or recommend changes; coordinate compliance review activities; monitor the fiscal accountability of program activities according to contract agreements. **E**

Assist in creation, development and supervision of Independent Study Program. **E**

Prepare grant applications for new grants for identified needs and/or prepare renewal applications when funding source requires updates. **E**

Develop and maintain cooperative and positive working relationships with assigned staff, administration and district personnel; communicate with other administrators, County Office personnel and outside organizations to coordinate activities and programs to address concerns and/or needs, and exchange information. **E**

Attend and participate in a variety of meetings, conferences and professional organizations to maintain current knowledge of laws, rules and regulations related to assigned activities, specifically Juvenile Court, Community and Alternative School Administrators of California (JCCASAC), Federal Program Monitoring (FPM), Adult Education and Regional Occupational Program (ROP). **E**

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist as needed in the formulation and development of fiscal policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate actions. **E**

Serve as a member of the Colusa County Office of Education's cabinet, executive and management team. **E**

Operate a variety of office equipment to perform assigned duties. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State standards and requirements for curriculum and instruction

Operations, functions, activities, curriculum and instruction for alternative education

Professional Learning Communities (PLC), Tri County Induction Program, and Leadership Academies

Applicable laws, Education Codes, regulations, policies and procedures

Principles and practices of administration, training, supervision and evaluation

Grants and categorical programs that serve children, youth and adults, including vocational education

Budget preparation and control

Interpersonal skills using tact, patience and courtesy

Operation of a computer terminal and applicable software  
Modern office practices, procedures and equipment  
Oral and written communication skills, including correct English usage, grammar, spelling, punctuation and vocabulary

**ABILITY TO:**

Plan, organize and direct the activities, operations, and functions of the department  
Develop and provide curriculum and instructional support to County and district staff  
Assure programs operate in compliance with State and Federal guidelines  
Assure alignment of instructional programs with adopted standards  
Supervise and evaluate the performance of assigned staff  
Communicate effectively both orally and in writing  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Establish and maintain cooperative and effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Work independently with little direction  
Prepare comprehensive narrative and statistical reports.  
Maintain a variety of reports and files related to assigned activities.  
Operate a computer to complete reports and maintain data  
Lift and carry objects weighing up to 40 pounds  
Operate a variety of office equipment to perform duties  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Valid California Administrative and teaching credentials, Bachelor's degree with a minimum of three years teaching experience, and three years increasingly responsible experience, including two years full-time administrative experience in curriculum and instruction, student behavior and discipline, and instructional technology implementation

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential  
Valid California Administrative Services Credential  
Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
School sites and classrooms  
Constant interruptions

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read and prepare a variety of document and reports  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds  
Driving a vehicle to various sites and meetings

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Management - Certificated

**FLSA Status:** Exempt

**Salary Schedule:** 700

**Approval Date:** November 2017