

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: ADMINISTRATION**

**CLASSIFICATION: CERTIFICATED**

**JOB TITLE: DEPUTY SUPERINTENDENT-STUDENT SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, provide professional management and administrative assistance in the organization and direction of multiple programs for the County Office and adjacent counties; formulate and implement divisional goals, objectives and priorities; provide administrative direction to certificated and classified staff; oversee the administration of services provided to districts served by the County Office; assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services; act as the authority in the absence of the Superintendent; and serve as a member of the Superintendent's cabinet team.

### **REPRESENTATIVE DUTIES:**

Provide administrative leadership in directing, managing and participating in the identification, development and implementation of departmental goals, objectives, policies, priorities, service programs and procedures. **E**

Translate the County Office's educational philosophy, goals and objectives into active terms that directly benefit teachers and students of the county office and local school districts. **E**

Ensure that all educational programs and activities are operated within the limits and the intent of state and federal law. **E**

Assist the Superintendent in the determination of resource allocation and levels of service according to established policy; oversee the preparation, approval, and execution of the budget for assigned departments. **E**

Supervise and monitor the county office personnel practices and procedures; develop and maintain sound personnel morale, policies and procedures. **E**

Work to improve the quality of educational services and programs to the districts; assist school districts to implement educational programs or procedures mandated, requested or recommended by the California State Department of Education. **E**

Facilitate and lead countywide instructional division initiatives and programs comprised of district, agency and business partnerships. **E**

Work cooperatively with leaders of other administrative programs in integrating and coordinating individual effort into a unified program for the County Office. **E**

Devise comprehensive and effective systems of record keeping in accordance with the needs of the County Office programs and the policies, regulations and laws affecting those programs. **E**

Remain abreast of developments and innovations in the field by reading current literature, attending professional association meetings, conferences and by discussing developments and issues of mutual interest with others in the field. **E**

Prepare and submit reports and other documents as requested by the Superintendent; oversee development and publication of other documents within the office. **E**

Plan, design, implement, evaluate and coordinate delivery of services in the region and other adjacent counties working through appropriate staff; determine and implement appropriate changes and improvements to ensure effective, cost-efficient programs. **E**

Research and analyze administrative, fiscal and operational problems; review findings and implement solution. **E**

Meet with a variety of federal, state, regional and local officials regarding current and future policy and procedural aspects of the educational services, programs and functions assigned. **E**

Select, train, supervise and evaluate staff. **E**

Serve as a member of the negotiating team, meet and negotiate with bargaining unit representatives; participate and serve as a resource concerning terms and conditions of employment for represented and unrepresented employees as requested by the Superintendent. **E**

Serve as a member of the Superintendent's cabinet team and participate in the development and implementation of the County Office Strategic Plan. **E**

Serve as Acting Superintendent with full signature authority, in the absence of the Superintendent and succeeding the Deputy Superintendent of Administrative Services. **E**

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

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the programmatic and fiscal operations of various categorical programs of assigned departments

Educational theory and practice, including appropriate methods and strategies for curriculum and instruction

Review processes for programs in the department

Budget preparation and control, accounting principles, and grant funding processes

Principles and practices of supervision and training

Applicable sections of Education Code and Federal, State and local laws relating to California county offices of education and school districts, personnel, and fiscal procedures and requirements

County Office organization, operations, policies, procedures, goals and objectives

Interpersonal skills using tact, patience and courtesy

Modern office practices and procedures and equipment

Oral and written communication skills, including correct English usage, grammar, spelling, punctuation and vocabulary

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

- Plan, organize, and direct the activities and functions of assigned programs and departments
- Coordinate and administer departmental functions in accordance with applicable laws, codes, policies, regulations and procedures
- Develop and monitor assigned budgets
- Assure alignment of instructional programs with adopted standards
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Prepare clear and accurate reports and documents
- Apply and use spreadsheet and word processing programs
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Work independently with little direction
- Meet schedules and timelines
- Train, supervise and evaluate personnel
- Lift and carry objects weighing up to 25 pounds
- Operate a variety of office equipment, including a computer to perform duties
- Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Valid California Administrative and teaching credentials; Master's degree or Bachelor's degree in education or related field and five years' experience in the administration of public educational programs or related activity.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office
- Constant interruptions

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information and make presentations
- 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 25 pounds
- Driving a vehicle to conduct work

**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:** 800

**Approval Date:** September 2021