

JOB DESCRIPTION

July 2020

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

General Purpose:

An Assistant Superintendent, Educational Services, is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Assistant Superintendent, Educational Services serves as the educational leader for teacher and administrator professional development, and, as such, provides leadership to Placer County Office of Education (PCOE) and Placer County districts in the areas of quality instruction, instructional materials, student engagement, continuous improvement and student assessment and intervention. Coordinates, directs and evaluates teacher and administrator training, induction and other certification programs. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Plans, develops, facilitates and/or conducts professional development activities related to the California State Standards, effective instructional strategies, 21st Century Learning Skills, formative and summative assessment practices and effective differentiation and intervention.
- Designs Professional Development activities for PCOE and educators in Placer County districts and surrounding counties to promote research-based school improvement practices such as Professional Learning Communities (PLC), Multi-Tiered Systems of Support (MTSS) and Implementation and Improvement Science.
- Aligns and coordinates curriculum instruction, and professional development with county and district regional and statewide initiatives and programs.
- Provides leadership, direction, assistance and support to improve student achievement by focusing on research-based instructional practice and analysis of student work and assessment results.
- Plans, organizes, controls and directs the operations and activities of the county credential programs; develops and directs program activities to support classroom management, diversity, student curriculum, content standards, assessment, best teaching practices and other aspects as required for effective classroom teaching; oversees program activities to assure compliance with state, county and federal policies, procedures, rules and regulations.
- Provides technical expertise, information and assistance to the Deputy Superintendent, program participants, administrators, state agencies, coaches and related personnel regarding program activities and assigned functions; assists in the formulation and development of policies, procedures and programs.
- Plans, organizes and implements long and short-term programs and activities designed to develop assigned programs and services.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Collaborates with PCOE administrators, district administrators and other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information; collaborates with school districts, state credential programs, personnel, California Commission on Teacher Credentialing, California Department of Education, universities and other organizations as required for effective program activities.

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- Develops, prepares and oversees preliminary budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; prepares, applies for the monitors grant funding information; collaborates with Business department to understand program financing regulations and requirements.
- Oversees training, support and feedback to districts in the development and implementation of their Local Control Accountability Plans (LCAP), acts as a resource to districts in the development and alignment of comprehensive accountability systems; evaluates, recommends approval of district LCAPs to County Superintendent; and provides technical assistance to districts when LCAPs are not approved.
- Builds positive working relationships with various community leaders and organizations; facilitates and coordinates collaboration and partnerships with government and community agencies, organizations and educational institutions for mutual goal achievement.
- Analyzes the impact of existing, proposed and new federal and state legislation, regulatory requirements and proposed changes and advises the Superintendent regarding their impact on PCOE and district operations and functions and provides recommendations for effective and compliant implementation.
- Supervises and evaluates the performance of assigned personnel; reviews work to assure compliance with established standards, requirements and procedures; and assures employee understanding of established requirements.
- Assists with monitoring and reviewing Memoranda of Understanding for instructional programs.
- Reviews and advises on development of Board Policies and Administrative Rules and Regulations.
- Assists with Charter School Petitions.
- Directs the process for the review and recommendation of Charter Petitions, Charter Petition Denials and Charter oversight.
- Attends meetings of the County Board of Education to present reports and recommendations in areas of responsibilities.
- Develops long and short range goals and objectives and progress reports.
- Maintains currency in new education technology.
- Participates in University of California (USC) and statewide curriculums, instruction initiatives and leadership, and serves as advisor to County Superintendent and personnel regarding new legislation impacting student programs, distributing information on a regular basis.
- Advises school district personnel of new legislation affecting special programs and may represent the County Office before legislative committees regarding educational issues.
- Attends meeting and conferences as appropriate.
- Directs Level one and Level two differentiate assistance for Placer County districts.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Master's degree in Education is required.

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Experience:

- Experience as a site or district administrator is required.
- Experience working as part of a collaborative instructional team is required.

Knowledge, Skills and Abilities:

- Exceptional knowledge of the research-based technical principles of lesson design, as well as the principles for designing effective learning experiences that enhance cognitive impact, influence motivation and impact student attention and engagement.
- Knowledge of the research on comprehensive and effective reading and mathematics instruction.
- Knowledge of California's Common Core standards and expectations for student proficiency, differentiating instruction and formative, student-involved assessment.
- Knowledge of principles and practices of educational leadership, including ability to successfully lead change process.
- Thorough working knowledge of effective professional development practices, adult learning and group facilitation.
- Working knowledge of professional learning communities and multi-tiered systems of support.
- Knowledge of general principles of educational psychology, child and adolescent growth and development.
- Knowledge of principles, techniques and strategies for team-building and conflict resolution.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement program changes.
- Skills and ability to plan, direct and supervise the work performed by assigned staff.
- Skills and ability to accurately analyze complex problems, develop research-based solutions and adopt and implement an effective course of action.
- Skills and ability to effectively plan, organize and direct the development of instructional programs.
- Skills and ability to establish and maintain cooperative and professional working relationships with individuals, groups and public and private agency personnel.
- Ability to develop and successfully write grants.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services credential.
- A specialist credential in reading or mathematics is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment and involves contact with staff, and representatives of other agencies and the community. Some travel is required.

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Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 3

Reviewed and Approved:



Superintendent: _____

Date: 7/23/2020

Human Resources:  _____

Date: 7/22/2020