

JOB DESCRIPTION
July 2020

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

ASSISTANT SUPERINTENDENT, STUDENT SERVICES

General Purpose:

An Assistant Superintendent, Student Services is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Assistant Superintendent, Student Services serves as the educational leader for court and community schools, Pathway Charter and other programs related to students determined to be at-risk and, Regional Special Education Programs, and as such, plans, directs, and evaluates curriculum, instruction, assessment and intervention. This is a certificated management position.

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

- Collaborates with Placer County Office of Education (PCOE) administrators to effectively align services across departments.
- Directs, coordinates, implements and evaluates educational programs aligned to the California Content Standards and related graduation requirements including curriculum, instructional design, instructional delivery and strategies for achieving optimal educational and instructional results.
- Provides direction, assistance and support to improve student achievement by focusing on research-based instructional programs, student assessment results and instructional strategies for at-risk learners.
- Researches, develops and implements methodologies, programs and ideas to better serve the student population in conjunction with county office and other outside agencies.
- 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.
- Develops and maintains partnerships with a wide variety of public and private agencies (Placer County Probation, Children's System of Care, courts, law enforcement, group homes, employment development and colleges), local school districts to support student achievement, coordinate activities and programs, exchange information and maintain positive communication.
- Oversees enrollment and transition of students to and from Alternative Education programs and regional special education programs ensuring that all Education Code requirements are met.
- Implements assigned programs and services and/or projects (e.g., staff development, education programs, policies, etc.) for the purpose of conforming to district and state curriculum and program/service guidelines.
- Directs the development, implementation and ongoing evaluation of the Plan for Expelled Youth, Single Plan for Student Achievement and the School Accountability Report Card (SARC); and assists with the development of the Local Education Agency Plan (LEAP).
- Directs and manages all categorical programs and ensures compliance with state and federal guidelines.
- Evaluates district and program needs and designs new programs and services accordingly.
- Oversees all program related budgets and seeks new funding sources to expand services to districts, students and the community.

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- Develops, prepares, and oversees budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; prepares, applies for and monitors grant funding information, collaborates with the Business department to understand program financing regulations and requirements.
- Assists in development, oversight and reporting on PCOE Local Control Accountability Plans.
- Prepares a variety of district, county, state and federal reports in order to ensure compliance and/or secure funding.
- Provides a positive climate of interaction and communication between county staff and local districts in the review and evaluation of the educational program.
- Administers the special education programs assigned to PCOE to ensure quality and cost effective programs in compliance with local policy, state and federal laws and regulations.
- Assists in the development and implementation of procedures and activities related to the gathering and reporting of special education student data.
- Advises the Placer County Superintendent of Schools and designated administrators, regarding the assigned special education programs.
- Ensures program accountability for all special education students and services under his/her direction and supervision.
- Attends Individualized Education Plan (IEP) meetings as necessary.
- 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 Petition Appeals.
- Attends meetings of the County Board of Education to present reports and recommendations in areas of responsibilities.
- Meets regularly with school district administrations to determine educational needs and effectiveness of County Office services.
- Develops long and short range goals and objectives and progress reports.
- Maintains currency in new education technology.
- Attends meetings and conferences as appropriate.
- Serves on professional advisory committees in areas of responsibilities.

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 is preferred.

Experience:

- Experience as a site or district administrator is required.
- Experience providing leadership for curriculum and categorical programs is required.
- Experience working as part of a collaborative instructional team is required.
- History of successful teaching at the middle or high school level is preferred.

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Knowledge, Skills and Abilities:

- Knowledge of principles and practices of educational leadership, including administration, supervision and staff development.
- Knowledge of California's K-12 content standards and expectations for student proficiency differentiating instruction, and formative, student-involved assessment.
- Knowledge of current assessment and evaluation procedures.
- Knowledge of students' and parents' rights and due process.
- Knowledge of general principles of educational psychology, adolescent growth and development.
- Knowledge of principles, techniques and strategies for team-building and conflict resolution.
- Knowledge of effective methods of staff development.
- Knowledge of federal and state legislation, codes and regulations concerning grades 6-12 educational programs.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Skills and ability to plan, direct and supervise the work performed by all staff.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Skills and ability to interpret, apply, explain and enforce rules, regulations, policies and procedures.
- 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 the instructional program.
- Skills and ability to analyze, assess, and interpret statistical data to improve instructional practices and curriculum development.
- Skills and ability to establish and maintain cooperative and professional working relationships with individuals, groups, and public and private agency personnel.
- Skills and ability to motivate, challenge and guide others in the improvement of educational programs and student services.

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.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, 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: 7/7/2020

Human Resources:  _____

Date: 7/1/2020