

JOB DESCRIPTION  
April 2025

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

## **DEPUTY COUNTY SUPERINTENDENT OF SCHOOLS / CHIEF OF STAFF**

### **General Purpose:**

A Deputy County Superintendent of Schools/Chief of Staff is responsible to and works under the direction of the Placer County Superintendent of Schools. Deputy County Superintendent of Schools/Chief of Staff serves in the absence of the County Superintendent and is vested with the authority of the County Superintendent to resolve issues related to the day-to-day operations of the Placer County Office of Education (PCOE). In collaboration with Cabinet level leaders, the Deputy County Superintendent of Schools/Chief of Staff provides general leadership and coordination for the county office of education and its personnel and fiscal resources; and monitors progress within and across human resources and budget disciplines. This is a certificated management position.

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

### **Executive Leadership and Strategic Advising**

- Provides high-level leadership and strategic support to the County Superintendent in implementing the vision, goals, and priorities of the County Office of Education (COE).
- Advises on organizational performance, system improvements, and operational effectiveness across departments.
- Serves as a trusted advisor on emerging issues, programs, and services.

### **Governance, Policy, and Compliance**

- Leads the development, implementation, and alignment of governance policies, procedures, and systems in compliance with federal, state, and local laws.
- Provides for board policy development, administrative procedures as necessary
- Supports strategic planning and internal policy communication efforts.

### **Fiscal and Human Capital Management**

- Provides executive oversight of the Fiscal Services and Human Resources departments.
- Ensures sound financial practices, budget monitoring, staffing strategies, and regulatory compliance.
- Oversees labor relations, collective bargaining, and employee performance systems.

### **Organizational Capacity and Service Delivery**

- Directs capacity-building initiatives for internal departments and school districts.
- Oversees program implementation to ensure alignment with client and community needs.

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- Supports leadership development, technical assistance, and high-impact service models.

### **Government and Legislative Affairs**

- Serves as liaison with the California Department of Education (CDE), Department of Finance, and other agencies.
- Monitors and analyzes legislation and policy changes, providing recommendations for implementation and advocacy.
- Participates in charter school petition reviews and other regulatory processes.

### **Stakeholder Engagement and Community Collaboration**

- Builds and maintains relationships with school districts, public agencies, nonprofit partners, and educational institutions.
- Leads collaborative efforts to align resources, initiatives, and partnerships with the mission of the COE.
- Represents the County Superintendent at events, forums, and interagency councils.

### **Communication, Outreach, and Public Representation**

- Communicates COE's mission, programs, and goals to internal and external stakeholders.
- Engages with district leaders to assess needs and refine services.
- Advocates on behalf of the COE in community settings and public discussions.

### **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 a related field is required.

#### **Experience:**

- Extensive and progressively responsible experience in administration, including direct administration in county offices of education or similar organizations, or comparable sized school district(s) preferably at an Assistant Superintendent level or above.

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### **Knowledge, Skills and Abilities:**

#### **Educational Leadership and Governance**

- Deep knowledge of public education systems, current trends, and emerging best practices in instructional leadership and organizational improvement.
- Understanding of school and district organization, governance structures, and strategic alignment with educational goals.
- Expertise in effective school and district leadership, including policy development, board relations, and systems thinking.

#### **Organizational Management and Operations**

- Strong knowledge of organizational design, planning methodologies, and operational oversight in complex public institutions.
- Familiarity with long- and short-range planning, change management, and implementation strategies.
- Understanding of administrative operations including facilities, technology, public records, and compliance functions.

#### **Legal and Policy Framework**

- In-depth knowledge of applicable federal, state, and local laws, regulations, and policies governing education, labor relations, fiscal management, and public administration.
- Ability to interpret, apply, and ensure compliance with legal mandates and policy requirements.

#### **Fiscal and Human Resource Oversight**

- Proficiency in public finance principles, budget development, and fiscal accountability systems.
- Knowledge of personnel management, collective bargaining, staffing practices, and employee development strategies.

#### **Program Evaluation and Strategic Improvement**

- Ability to supervise programs, analyze data, and evaluate effectiveness using qualitative and quantitative tools.
- Experience in continuous improvement models, performance measurement, and outcome-based planning.

#### **Communication and Community Engagement**

- Exceptional communication skills, including the ability to convey complex information to diverse stakeholders.

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- Ability to build collaborative relationships with school districts, public agencies, and community organizations.
- Skilled in public representation, advocacy, and intergovernmental relations.

### **Leadership and Decision-Making**

- Demonstrated ability to develop and implement a shared vision and inspire collective action.
- Strong skills in team leadership, conflict resolution, and consensus-building.
- Capacity to assess complex challenges, propose innovative solutions, and make informed, timely decisions.

### **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 or Certificate of Eligibility (COE) for a California Administrative Services credential.
- Must possess one of the following: a valid California teaching credential based upon a bachelor's degree and student teaching or a valid California services credential.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

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

### **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.

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- 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.

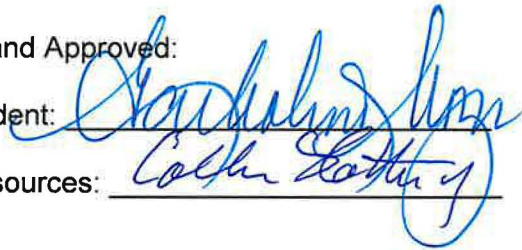
**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 1

Reviewed and Approved:

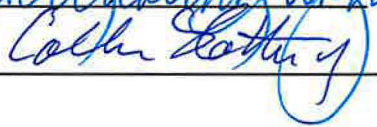
Superintendent:



Date:

5/8/25

Human Resources:



Date:

5.5.25