

JOB DESCRIPTION

April 2025

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

DEPUTY COUNTY SUPERINTENDENT OF SCHOOLS

General Purpose:

A Deputy County Superintendent of Schools is responsible to and works under the direction of the County Superintendent of Schools. The Deputy County Superintendent of Schools 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 provides general leadership and coordination for the county office of education; provides leadership in the development of system-wide improvement strategies; and monitors progress within and across disciplines. This is a certificated management position.

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

Strategic and Executive Leadership

- Provides leadership support to the County Superintendent in developing and implementing the County Office of Education's (COE) vision, goals, and system-wide improvement strategies; monitors progress toward strategic objectives.
- Advises the County Superintendent on a broad range of matters to promote organizational effectiveness and efficiency.
- Leads cross-departmental initiatives and works collaboratively with department heads to ensure alignment and coordination in achieving COE priorities.

Operational Oversight

- Oversees the planning, implementation, and evaluation of services across multiple divisions, including technology infrastructure, facilities management, and administrative services.
- Provides leadership for the county office's technology systems and infrastructure, ensuring secure, reliable, and future-focused IT operations.
- Provides oversight of facilities operations, including maintenance, safety, and long-range facilities planning to support organizational goals.
- Monitors department budgets to ensure sound fiscal management and alignment with COE goals.
- Ensures data is collected and reported to meet internal and external accountability requirements.

Administrative Governance and Compliance

- Oversees the development, implementation, and revision of board policies, bylaws, and governance documents in collaboration with the County Superintendent and legal counsel.
- Coordinates and oversees public records request responses, administrative protocol, and compliance with open meeting laws and public agency requirements.
- Formulates and implements systems, policies, and procedures that comply with federal, state, and local laws and regulations to promote operational integrity and transparency.

Program and Service Leadership

- Provides strategic leadership for prevention and wellness programs administered by the COE, including but not limited to mental health, substance abuse prevention, school safety, and student/family support services.
- Supports program development to build district and school capacity in areas aligned with COE's mission.
- Ensures programs and services are designed and delivered to meet the evolving needs of districts, schools, and students.

Community Engagement and Representation

- Serves as a representative of the County Superintendent at meetings, community events, and advisory councils as needed.
- Builds and sustains collaborative relationships with school districts, governmental agencies, educational institutions, and community organizations to further shared objectives.
- Communicates the philosophy, programs, and policies of the COE to internal and external audiences.

Supervision and Evaluation

- Supervises and evaluates assigned personnel to ensure high-quality performance and adherence to established standards.
- Promotes professional development, accountability, and a culture of continuous improvement across departments.

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.

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.

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- 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.
- 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.

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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.
- 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.

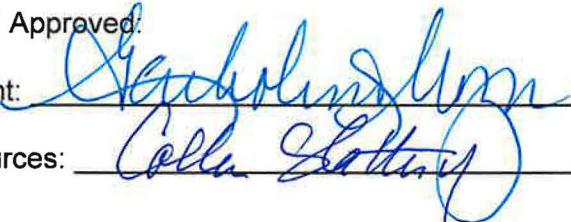
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FLSA Status: Exempt

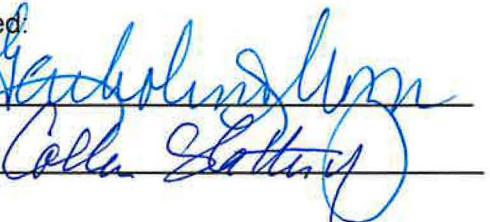
Employee Group: Management

Salary Grade: Level 1

Reviewed and Approved:

Superintendent: 

Date: 5/8/25

Human Resources: 

Date: 5-5-25