

JOB DESCRIPTION

July 2020

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

DEPUTY SUPERINTENDENT

General Purpose:

A Deputy Superintendent is responsible to and works under the direction of the County Superintendent. The Deputy Superintendent 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 Superintendent 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:

- Provides leadership assistance to the Superintendent in the development and implementation of the county office vision, goals and priorities; provides leadership in the development of system-wide improvements strategies; oversees, directs and monitors progress.
- Provides advice and input to the Superintendent on a wide-ranging array of matters pertaining to the county office as necessary to achieve efficient and effective operations.
- Serves as a sounding board and provides technical information and assistance to the Superintendent regarding programs, issues, needs, services, activities and history.
- Serves as a liaison between PCOE, school districts, governmental agencies, California Department of Education (CDE), California Department of Finance and others to communicate information and develop programs and services.
- Facilitates district executive leaders, government agencies, public and private institutions and non-profit organizations into a partnership of support for the mission of PCOE.
- Formulates and develops systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations; coordinates department management and personnel, information and resources to assure services, organizations and departments run smoothly and efficiently.
- Provides leadership and oversight in aligning administrative functions that engage multiple departments and works with administrators in charge of departments in the carrying out of their specific responsibilities.
- Provides leadership for the planning, implementation and evaluation of strategic goals and objectives.
- Ensures the collection of data, and preparation of reports essential to meeting the needs and objectives of PCOE.
- Monitors budgets as appropriate to ensure sound fiscal operations and practices.
- Oversees, plans, organizes, assigns and directs activities of PCOE primarily involved with building district capacity.
- Plans, organizes and oversees organizational units to assure the proper delivery of services and programs to PCOE clients.
- Interprets the philosophy, programs and policies of PCOE to staff, districts and the community; assists in reviewing, advising and development and implementation of PCOE policies and the strategies for achieving goals and objectives.
- Oversees training, support and feedback to districts in the development and implementation of their Local Control Accountability Plans (LCAP), acts as a resource to

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districts in the development and alignment of comprehensive accountability systems; evaluates, recommends and approves district LCAPs; and provides technical assistance to districts when LCAPs are not approved.

- Builds positive working relationships and 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.
- Communicates with PCOE leadership to review, analyze and determine appropriate collective bargaining process.
- Attends community related meetings, events and councils in conjunction with, or on behalf of the Superintendent or as an advocate of districts.
- Assists with charter school petition appeals.
- Meets regularly with school district administration to determine educational needs and effectiveness of county office services.

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:

- Knowledge of current principles, practices and trends in public education.
- Knowledge of school organization, operations, policies, goals and objectives.
- Knowledge of principles and practices of effective school leadership and management.
- Knowledge of theories and practices of long and short range planning and change management.
- Knowledge of current applicable laws, codes, regulations, policies and procedures.
- Knowledge of organization, management, planning and evaluation strategies, techniques and procedures.
- Knowledge of research, development and implementation strategies, processes and techniques.
- Knowledge of team management building methods and conflict resolution strategies.
- Skills and ability to develop and implement a shared vision.
- Skills and ability to supervise programs and evaluate outcomes.

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- Skills and ability to administer, develop and appraise program effectiveness and efficiency.
- Skills and ability to demonstrate leadership qualities and utilize motivational techniques and strategies.
- Skills and ability to evaluate and analyze complex problems, issues and concerns, recommend appropriate solutions, and make effective and timely decisions.
- Skills and ability to establish and maintain cooperative organizational, public and educational community relationships.
- Skills and ability to interpret, apply and explain rules, regulations, policies and procedures.
- Skills and ability to formulate and develop educational systems, policies, standards, and procedures in compliance with a variety of federal, state and local laws, rules and regulations.
- Skills and ability to communicate effectively with a wide range of educational and community stakeholders.

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, 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.

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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: Gayle Garbolino-Mojica Date: 6/25/2020

Human Resources: Collin Sattiny Date: 06/23/2020