

Yolo County OFFICE OF EDUCATION	Job Description Equal Employment Opportunity	
SENIOR EXECUTIVE, OFFICE OF THE SUPERINTENDENT		
DEPARTMENT/PROGRAM: Superintendent's Office DIVISION: Superintendent's Office REPORTS TO: County Superintendent APPROVAL DATE: 10/17/2025 REVISION DATE:	CLASSIFICATION: Certificated Executive Management SALARY SCHEDULE: Executive Management SALARY RANGE: 133 WORK YEAR: 220 FLSA: Exempt	

ABOUT THE ROLE:

This position is part of a planned leadership transition within the Yolo County Office of Education. The successful candidate will initially focus on leading high-impact projects and strategic initiatives in collaboration with the Superintendent and the current Deputy Superintendent. Over approximately six months, the individual will gain broad organizational insight and leadership exposure to prepare for assuming the Deputy Superintendent role upon transition.

KEY TRANSITION FEATURES:

Partner with the current Deputy Superintendent to ensure continuity of leadership and smooth succession. Lead and complete strategic projects that advance the Superintendent's priorities. Engage in a structured learning and transition process designed to support long-term organizational stability.

PURPOSE STATEMENT:

Under the direction of Superintendent, the Senior Executive serves as the Administrator in Charge in the absence of the Deputy Superintendent and is vested with authority to resolve issues related to the day-to-day operations of the Educational Services Division. The Senior Executive is responsible for providing leadership to the Yolo County Office of Education (YCOE) Educational Services division managers, ancillary supervision of YCOE schools or programs; and guidance to Yolo County districts in teaching, learning, and accountability to achieve equitable educational outcomes for all students. The Senior Executive is responsible for the management/supervision of personnel, programs and functions, goal setting, communicating and decision making.

The incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Acts as the Deputy Superintendent at various meetings, conferences and functions to ensure continuity of operational excellence.
- Allocates material and staff resources to schools and offices, ensuring their use in the manner intended (e.g. enforces accountability for all disbursements and expenditures, working with and through executive/administrative leadership, etc.) to ensure that performance objectives are met within budget and in compliance with established operational practices.
- Analyzes the impact of existing, proposed and new federal and state legislation, regulatory requirements and proposed changes and advises the Deputy Superintendent to provide an understanding of their impact on YCOE and district operations and functions and provides recommendations for effective and compliant implementation.
- Collaborates with a wide variety of internal and external groups (e.g. department managers, district LCAP teams, community organizations, regulatory agencies) for the purpose of implementing program components, creating long and short-term plans, and addressing organizational objectives.
- Compiles data from a wide variety of internal and external sources (e.g. surveys essential to meeting the needs and objectives of the County Office) to analyze issues, ensure compliance with policies and procedures, and/or monitoring program components.
- Develop program needs based on significant changes in education, current trends, regulations and state-of-the art developments to evaluate innovative alternatives, develop and implement changes to maximize program impact.
- Directs the daily operation of the County Office system and coordinates programs and services (e.g., use of resources, priorities, program opportunities, and methods to enhance the delivery of educational programs and support services to districts and schools) to achieve organizational objectives while complying with established requirements, ensure efficient implementation, and avoid duplication or overlapping of efforts.
- Facilitates or participates in a wide variety of meetings, workshops and seminars (e.g. hears grievances and appeals and may act for the Deputy Superintendent on issues such as student transfers, suspensions and grades, employee grievances, evaluations, promotions/demotions, and disciplinary or dismissal actions) to convey and/or gather information required to perform functions.
- Interprets the philosophy, programs, and policies of the county office to staff, school personnel, and the community (e.g. planning, development, and implementation of Board policies, administrative regulations and strategies for achieving goals) to implement and maintain services and/or programs.
- Oversee the operation of schools, working with and through executive/administrative leadership to maintain adequate staffing, enhance personnel productivity and achieve objectives within budget.
- Participates in planning, developing, reviewing and presenting the capital and operating budgets

(e.g. monitors operating budget expenditures; reallocates material and staff resources) to address the educational responsibilities of the county office of education.

- Presents information on a wide variety of topics (e.g. presentations to associations, community groups and others regarding county office matters and/or subject or program areas) to convey information, gaining feedback and/or making recommendations regarding county office of education services.
- Research a wide variety of topics to ensure compliance with regulatory requirements and established guidelines, securing information and evaluating the impact of planning, and/or responding to requests.
- Responds to complex and critical reports and inquiries from a wide variety of internal and external sources regarding development, implementation and evaluation of assigned programs (e.g. facilitates a collaborative and efficient response to emergency situations such as inclement weather, fire, vandalism, assaults) to identify relevant issues and recommend or implement action plans.
- Supervises the performance of assigned personnel (e.g. recruitment, employee selection, recommend changes in assignment, coaching, etc.) to meet the ongoing staffing needs of the program.
- Supports the Deputy Superintendent, Superintendent, Board, and department administrators to develop and implement services and programs and achieve operational goals.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- State frameworks, curriculum, instruction, assessment, and school improvement initiatives
- National, state, and district educational goals and standards
- Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigors for all students
- Effective school concepts and principles
- State-of-the-art research and proven best practices in areas of closing the achievement gaps and meeting the diverse needs of students
- Effective staff development programs and strategies
- Instructional methodologies, strategies, and curriculum standards
- Academic accountability systems and services
- Report writing and presentation
- Budget preparation and control
- County office organization, operations, and objectives
- Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, state frameworks
- Effective oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

- Effective management principles, practices, and supervision techniques
- Evaluation approaches, strategies, and techniques
- Operation of a computer and related software

Skills and Abilities to:

- Design, organize, facilitate and lead a systemic change process in a county office setting
- Provide direction and leadership and implement change
- Assist with the integration of professional learning and curriculum implementation
- Analyze statistical data for trends and student performance in various programs and develop strategies for improved student improvement
- Analyze a variety of financial and statistical information and to
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups
- Work independently, coordinate multiple activities simultaneously, and work flexible hours
- Prepare and deliver effective presentations to various audiences
- Establish and maintain effective working relationships with staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community
- Exercise effective decision-making and problem-solving resolutions
- Analyze situations accurately, and adopt a legally sound, effective course of action
- Schedule, plan and organize a significant number of activities, meetings, and/or events, and work to meet schedules and timelines
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff and address conflicts and disagreements proactively and constructively
- Meet state and district standards of professional conduct as outlined in Board Policy
- Must be willing to attend evening/weekend meetings or activities.

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Master's degree in job-related area. Job-related experience within a specialized field is required.

EQUIVALENCY:

Not Applicable.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability
- Administrative Services Credential

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in an indoor office/classroom or outdoors generally clean, hazard free and health environment under conditions with exposure to risk of injury and/or illness
- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Some lifting, carrying, pushing, and/or pulling, stooping, kneeling, crouching, and/or crawling
- Frequent sitting, walking, and standing.