Leadership • Collaboration • Support

JOB TITLE: Assistant Superintendent, Student Programs and Services

Assistant/Associate/Deputy Superintendent Salary Schedule, Range 2

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the County Superintendent, oversees and directs a variety of assigned programs and services offered by the Solano County Office of Education (SCOE), including Alternative Education, Behavioral Health Services, Special Education, Career and College Readiness, Workforce Development and Transition Support, and Youth Development. Acts as liaison to school districts and other agencies. Develops, plans, and implements county office policies. Supervises division level administrators and advises the Superintendent in all areas.

JOB REQUIREMENTS AND QUALIFICATIONS

- Five years of experience in education, including at least two years in the administration and management of educational programs, instructional leadership, and student services.
- Direct experience with and knowledge of Alternative Education and/or Special Education desired.
- A California administrative credential and master's degree.
- Experience in supervision and evaluation at a school site, district, or county level.
- Knowledge of curriculum development, common core state standards, accountability, assessment, and school reform.

ESSENTIAL DUTIES

- Administers and oversees all Special Education programs, Career and College Readiness, Workforce Development, Behavioral Health Services, and Youth Development.
- Direct supervision of Alternative Education (Juvenile Court and Community Schools, JCCS) and county-wide issues related to the dropout rate.

- Administers and oversees all student programs/services provided to Local Education Agencies (LEA) and the regions, including youth development.

- Administers and oversees the educational assessment within SCOE programs.

- Provides leadership and expertise in assessing, identifying, formulating, and implementing initiatives that improve student learning within SCOE operated student programs.

- Plans, organizes, evaluates, and directs initiatives related to curriculum, instruction, and program development that enhances student learning and educational options within the county office and in the districts.

- Provides oversight of the process for adoption of textbooks and instructional materials for by SCOE programs.

- Communicates and supports regional and statewide programs and services through regional and statewide planning and implementation of meetings and events. Represents SCOE at meetings such as the California County Superintendent's (CCS) statewide Special Education Administrators of County Offices Sub-Committee (SEACO) and Statewide Multi-Tier Systems of Support (MTSS), etc.

- Supports grant writing efforts in assigned areas.

- Provides oversight and management of assigned division and program budgets.

- Assures that assigned program directors conduct program evaluations accurately and within the timelines prescribed.

- Engages in cross-collaboration with divisions throughout SCOE to support educational services.

- Responds to questions, concerns, needs of community members, families, students and staff, as appropriate and needed.

- Partners with SELPA in support of countywide programs and services.

- Participates as a member of the County Superintendent's Cabinet in the overall planning and direction of the Solano County Office of Education.

- Represents the County Superintendent at local, regional, and state agencies, and makes presentations as necessary.

- Serves as a member and co-chair, for the County Superintendent, of SCOE's Management Advisory Council (MAC) and Chief Administrative Team (CAT).

MARGINAL DUTIES

Performs related duties as assigned by the County Superintendent of Schools.

SUPERVISION RECEIVED

Very limited and general supervision. Directly responsible to the County Superintendent.

SUPERVISION EXERCISED

Supervision of division level administrators, and managers.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)	Walking (25%)	Sitting (60%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)	Lifting (2)	Bending (2)
Pushing and/or Pulling Loads 1)	Reaching Overhead (1)	Kneeling or Squatting (1)
Climbing Stairs (2)	Climbing Ladders (1)	