



Leadership • Collaboration • Support

JOB TITLE: Assistant Superintendent, Educational Services

Assistant/Associate/Deputy Superintendent Salary Schedule, Range 2

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Superintendent, oversees and directs a variety of assigned programs and services offered by the Solano County Office of Education (SCOE), including Educational Services (e.g. Professional Learning, Differentiated Assistance, Assessment and Accountability), and Early Learning. Acts as liaison to the California Department of Education, 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 providing instructional leadership, and the administration and management of educational programs.
- Experience with and knowledge of systems improvement for schools.
- 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 the planning and delivery of professional learning programs, networks, and activities that support the efforts of the districts and schools in the areas of, but not limited to: English Language Arts/English Language Development (ELA/ELD), Math, Science, History/Social Science, Health, Science, Technology, Engineering and Mathematics (STEAM), After school programs, family engagement, Universal Design for Learning, Visual and Performing Arts, Equity, Culturally Responsive Practices, Data Analysis and Review, Improvement Science, etc.

- Facilitate and oversee Differentiated Assistance (DA) work with Local Education Agencies (LEA).
- Meets regularly with administrators of LEA in Solano County to determine and provide responsive support based on student and program needs.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing initiatives that improve student learning within SCOE and LEA partners.
- 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.
- Participates as a member of the Superintendent's Cabinet in the overall planning and direction of SCOE.
- Supervises and oversees consultation services to LEAs for their Local Control Accountability Plan (LCAP) development and the provision of technical assistance based on the California School Dashboard accountability system.
- Supervises and evaluates assigned directors, program managers, coordinators, and other professional and clerical staff.
- Provides oversight and management of assigned division and program budgets.
- 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 (CCS) statewide Curriculum and Instruction Sub-Committee (CISC), regional Curriculum and Instruction Council (CILC), and Statewide Multi-Tier Systems of Support (MTSS), etc.
- Acts as a liaison to the California Department of Education (CDE), school districts and other agencies such as the California Collaborative for Educational Excellence (CCEE).
- Represents the County Superintendent at local, regional, and state agencies, and makes presentations as necessary.
- Prepares and maintains a variety of reports and documentation related to department activities; oversees the preparation of various board reports.
- Supports grant writing efforts in assigned areas.
- Assures that assigned program directors conduct program evaluations accurately and within the timelines prescribed.

- Engages in cross-collaboration with departments throughout SCOE to support educational services within SCOE and in support of LEAs.
- Collaborates with Early Learning partners throughout Solano County such as: First 5, Help Me Grow Solano, Solano Kids Thrive, etc.
- Responds to questions, concerns, needs of community members, families, students and staff, as appropriate and needed.
- 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%)
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Body Movement (Frequency):

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

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