Assistant Superintendent, Student Services & Programs

Purpose Statement
The job of Assistant Superintendent, Student Services & Programs is done for the purpose/s of planning, coordinating, administering, delivering, and evaluating program services and support for the Juvenile Court & Community Schools (JCCS), Migrant Education Program, Outdoor Education Program, Special Education and Special Education Local Plan Areas (SELPAs), Charter School Office, HOPE Infant Program, and Safe Schools programs.

Essential Functions

- Plans, directs, and leads assigned San Diego County Office of Education-operated departments; reviews and approves curriculum programs, and monitors the effectiveness of programs to ensure equity and access for all students, and to improve and provide post-secondary options and opportunities for students.

- Directs and leads the Student Services & Programs division in building capacity and understanding of continuous improvement; designs and facilitates professional learning to build deep expertise and skills necessary to create systems resulting in improvement.

- Directs all Board Expulsion Appeal and Inter-District Transfer Appeal Hearings.

- Meets periodically with all program managers to budget and allocate funds to the sections of the division, and reviews and approves multi-year budget projections; monitors expenditures to ensure compliance with established fiscal policies and procedures.

- Participates as a member of the Superintendent’s Cabinet in the overall planning and direction of County Office operations and services; advises the Superintendent regarding use of resources, priorities, program opportunities, and methods to enhance the delivery of programs and support services.

- Maintains, updates, and interprets divisional services, policies, and processes to ensure compliance with requirements of the Education Code, California Administrative Code, and other legal codes and statutes.

- Serves as an advocate for San Diego County school districts and charter schools in the student services area and confers with administrators on program needs and issues impacting California schools.

- Serve on community, regional, and state boards and committees (San Diego County School Boards Association, Latino Advisory Committee, Legislative Task Force, etc.) to represent the San Diego County Office of Education and/or the County Superintendent as assigned; represent the Student Services & Programs division and/or County Superintendent to State and Federal officials as requested.
• Represents the Superintendent in the governance structure of the four San Diego County SELPAs.

• Reviews, plans, and evaluates program activities to ensure responsiveness to San Diego County Office of Education objectives and priorities; reviews and approves department communication and operating strategies; monitors effectiveness of programs supervised.

• Provide leadership for San Diego County Office of Education in the strategic planning process, Annual Superintendent Priorities, San Diego County Office of Education annual evaluations, and evaluation of services to districts and charter schools.

• Plans and develops strategic and annual planning processes for assigned departments; prepares reports covering assigned activities and other matters such as budgets, financial reports, progress of projects, applicable program data, and other information as directed by the Superintendent or in response to inquiries from the Board of Education.

• Supervises and evaluates the performance of assigned classified, certificated, and management staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training and development of subordinates.

• Participates in and supports the collective bargaining process, as needed, between the County Superintendent and exclusive bargaining units.

• Attends various professional meetings to remain current concerning trends in all assigned functions.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to plan, organize, and supervise a multi-department program of student support services and programs, including needs assessment and development of long and short-range goals and objectives; leadership and coordination skills to initiate and implement projects between County Office departments and agencies involved in county-wide student support programs and services; interpersonal and communication skills to develop and maintain positive working relationships with County Office, district and charter school personnel, and educational, business, and community agencies; oral and written communication skills to present ideas and concepts clearly and concisely to professional and laypersons and groups; comprehension skills to understand and interpret to others complex laws, rules and regulations, and policies pertaining to programs and services; analytical skills to research, acquire, and evaluate appropriate data for effective problem solving and/or decision making.
KNOWLEDGE is required of current theories, practices, and procedures relative to the management of educational administration; learning theory, program planning, curriculum development, and effective student support programs and methodologies; national, state, and local educational goals and objectives; standards-based instruction and curriculum; local, state, and federal rules and regulations, including CA Education Code as they apply to the County Office organization and operation of student support programs and services.

ABILITY is required to implement the vision, mission, policies, administrative regulations, and practices of the County Superintendent of Schools and the County Board of Education; collect, analyze, and evaluate data; use data-driven decision making to determine effectiveness of various programs and initiatives, and develop strategies for improvement, including needs assessment and development of long and short-range goals and objectives; lead large-scale educational program development and reform; work collaboratively with others and facilitate groups to consensus; and communicate effectively with a variety of audiences orally and in writing, including electronic media.

Responsibilities include: Servant leadership working under direct supervision of the County Superintendent using standardized procedures; directing other persons within a very large work unit; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units may be required to perform the job’s functions. There is a constant opportunity to have a major impact on the organization’s programs and services.

**Working Environment**

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine-finger dexterity. Generally the job requires intermittent sitting, walking, and standing to perform assigned tasks. This job is performed in a generally clean and healthy office environment.

**Education:** A Master’s degree with an emphasis in educational administration, supervision, curriculum development, or related field.

**Experience:** A minimum of five (5) years of senior level administrative or management experience in a school district or county office of education leading student support services and programs.

**Equivalency:** A combination of education and experience equivalent to a Master’s degree with an emphasis in educational administration, supervision, curriculum development, or related field and five (5) years of senior level administrative or management experience in a school district or county office of education leading student support services and programs.

**Required Testing**  
N/A

**Certificates**  
Valid CA Administrative Services Credential
Valid CA Teaching Credential
Valid CA Driver’s License & Evidence of Insurability

Continuing Educ./Training
As required to maintain Certificates and/or Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance
Proof of physical examination including Tuberculosis Clearance

FLSA Status: Exempt

Designation: This position is designated as Senior Management.

Created: 1/199x
Revised: 8/2013, 5/2018
County Superintendent Approval: 8/2013