

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Assistant Superintendent, Learning & Leadership Services**

**Purpose Statement**

The job of Assistant Superintendent, Learning & Leadership Services is done for the purpose/s of planning, coordinating, administering, delivering, and evaluating learning and leadership resources such as curriculum, instruction, assessment, accountability, evaluation, district and school improvement, administrator credentialing, Local Control and Accountability Plans (LCAP), Career Technical Education (CTE), and professional development services to school districts, charters, and the County Office of Education.

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**Essential Functions**

- Plans, directs, and leads San Diego County Office of Education-operated departments in providing educational opportunities and supports that help to eliminate equity barriers and increase access and opportunities for underserved students.
- Directs and leads the Learning and Leadership Services 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.
- Supervises and monitors the Preliminary and Clear Administrative Credential Programs; participates in accreditation reviews; observes courses, participates in exit interviews, and graduation ceremonies; engages Superintendents in focus groups to provide feedback.
- Participates as a member of the College and Career Pathway Executive committee to assist in building robust partnerships between employers, schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and to improve transition into postsecondary education, training, and employment.
- Plans, directs, and leads the San Diego County Office of Education in the development, review, and approval of district LCAPs, and works with the Superintendent and staff to conduct After Action LCAP review meetings with each district.
- 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.
- 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.
- Participates as a member of the Superintendent's Cabinet in the overall planning and direction of County Office functions and services, and advises the Superintendent regarding use of resources, priorities, program opportunities, and methods to enhance the delivery of direct educational programs, support services, and professional development.

- Maintains, updates, and interprets divisional services, policies, and processes to ensure compliance with requirements of the Education Code and California Administrative Code, Title 5, and other legal codes and statutes; reviews annual reports for William's and Federal Program Monitoring.
- Prepares appropriate documents for Cabinet and Board meetings, legislative needs, and management meetings and attends all appropriate meetings.
- Serves as advocate for San Diego County districts, confers with school district representatives on leadership, curriculum, instruction, assessment, evaluation, accountability and equity issues impacting California schools; chairs the countywide curriculum and instruction, data and assessment, state and federal program administrator meetings; assists districts in identifying continuous improvement strategies to increase student achievement across the county.
- Serves as lead on state-level curriculum committees (CISC); collaborate with staff at CDE, CCSESA and CCEE in order to affect policy important to the County Office.
- Works directly with school districts to help interpret California Education Code, Administrative Codes and/or Government Code as it relates to curriculum and instruction, assessment, accountability and LCAP; recommends courses of action and uses of allocated resources and strategies for engaging stakeholder input.
- Represents the Learning and Leadership Services Division and/or County Office to State and Federal officials as requested; makes presentations to associations, community groups, and others regarding County Office matters and assigned subject or program areas.
- Prepares reports covering assigned activities and other matters such as budgets, financial reports, progress of projects, applicable program data, and other information as directed.
- 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 the field.

### **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 instructional support services 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 instructional support programs and services; interpersonal and communication skills to develop and maintain positive working relationships with County Office and district 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 in instructional services; learning theory, program planning, curriculum development, and effective instructional 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 instructional support programs.

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 Office of Education Superintendent using standardized procedures; directing other persons within a small 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 continual opportunity to have some impact on the organization's 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, educational technology, 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 curriculum and instruction and/or district and school improvement initiatives.

Equivalency: A combination of education and experience equivalent to a Master's with an emphasis in educational administration, supervision, curriculum development, educational technology, or related field and five (5) years of senior level administrative or management experience in a school district or county office of education leading curriculum and instruction and/or district and school improvement initiatives.

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

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background  
Clearance

Tuberculosis Clearance

FLSA Status: Exempt

Designation: This position is designated as Senior Management.

Created: 1/199x

Revised: 7/2013, 7/2017, 3/2018

County Superintendent Approval: 7/2013