



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

ASSOCIATE SUPERINTENDENT, EDUCATIONAL SERVICES

Reports to: County Superintendent of Schools

Division: Educational Services

Our ideal candidate

We seek an instructional leader who will represent and promote the Santa Barbara County Education Office (SBCEO) and its mission of service and leadership with integrity, commitment, student-centered values, and cultural responsiveness and political sensitivity. The Associate Superintendent of Educational Services will maintain a high standard of professionalism, and demonstrate advanced communication, problem solving, and creative thinking skills, and an ability to work collaboratively and gain consensus with a wide range of stakeholders. Our ideal candidate will have excellent judgment, take initiative, maintain a high sensitivity to confidentiality, and model thoughtful, detailed, and proactive decision-making. Decisions will affect youth and families throughout Santa Barbara (SB) County, and therefore this leader will need to be focused on equity and develop a deep understanding of the specific needs of SB County youth and families.

The Associate Superintendent of Educational Services will lead the division, its department managers, programs and services, through creativity, detailed planning, and data-informed decision-making. Areas of emphasis will include: early childhood education, alternative education, health education, career technical education, child welfare and attendance services, arts in schools, transitional youth services, and charter schools. The Local Control Accountability Plan for SBCEO, its plan development and implementation, are major responsibilities under this division.

Specific duties and responsibilities

- Communicate with the County Superintendent and SBCEO personnel to coordinate activities and programs, oversee decisions having fiscal impact, assure the smooth and efficient delivery of services, resolve issues and conflicts, and exchange information.
- Participate as a member of the County Superintendent's Cabinet in the overall planning and direction of SBCEO functions and services.
- Advise the County Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of educational programs and services.
- Lead and facilitate long-term planning and direction, maintaining appropriate communication with others using collaborative and interactive models for professional learning.
- Provide direction and leadership for the instructional programs of the division, and work closely with other departments and agencies.
- Provide technical expertise and information regarding assigned activities; formulate, develop and implement policies and procedures; recommend programs, goals and

objectives.

- Understand the state curricula, frameworks, assessments, and state and federal accountability systems.
- Understand social, emotional, and behavioral needs of students.
- Develop, implement, and maintain data on the Local Control and Accountability Plan.
- Supervise and evaluate the performance of assigned staff; provide support and training to all assigned management; oversee all personnel actions and assure compliance with personnel policies and collective bargaining agreements.
- Coordinate the preparation of the annual budgets for assigned programs and services; analyze and review budgetary and financial data; control and authorize expenditures.
- Maintain awareness of and ensure compliance with relevant state and federal laws and regulations, board policies and administrative regulations, and personnel rules and procedures.
- Coordinate and support regional and statewide programs and services through planning and participation in committees and through facilitation of meetings and events.
- Represent the assigned programs and services of SBCEO to local, state and federal agencies and officials; make presentations to associations, community groups, the media, and other stakeholder groups as assigned.
- Prepare and present to appropriate stakeholder groups using high level public speaking strategies, including modern technological skills and interactive processes.
- Attend local, state, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas; disseminate information on new legislation or other changes to all necessary parties in order to maintain legal compliance and best practices.
- Assure the timely and accurate reporting of data to federal and state authorities.
- Perform related duties as assigned.

Requirements

Education: master's degree from an accredited college or university in educational leadership, administration, or related field.

Experience: multiple years of experience in education with extensive site or district administrative experience.

Valid California administrative credential; valid California driver's license.

Working Conditions

Subject to inside environmental conditions; subject to driving to conduct work and required to use personal vehicle in the course of employment; required to attend evening or weekend meetings; regular travel within and out-of-county.