

## **Assistant Superintendent, Student Services & Programs**

### **Purpose Statement**

The Assistant Superintendent, Student Services & Programs is directly responsible to the County Superintendent for the planning, coordinating, administering, delivering, and evaluating of services for the Student Services and Programs Division, including the Juvenile Court & Community Schools Program (JCCS), Outdoor Education Program, Special Education and Special Education Local Plan Areas (SELPA's), and Safe Schools programs. The Assistant Superintendent will also serve as a resource for the leadership of designated small school districts within San Diego County.

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Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

### **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 meet the unique needs of students, 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 of student outcomes.
- 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, interprets, and directs divisional services, policies, and processes to ensure compliance with requirements of the Education Code, California Administrative Code, Board policies, collective bargaining agreements, and other legal codes and statutes.
- Serves as an advocate for San Diego County school districts in the area of student services and confers with administrators on program needs and issues impacting California schools.

- Serves on community, regional, and state boards and committees as assigned to represent the San Diego County Office of Education and/or the County Superintendent; represents 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 promoting and ensuring division alignment with the strategic planning process, Annual Superintendent Priorities, Board of Education goals, San Diego County Office of Education annual evaluations, and evaluation of services to districts.
- Plans and develops strategic and annual planning processes for assigned departments; including 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 or provides designee to support the collective bargaining process, as needed, between the County Superintendent and the bargaining units.
- Attends various professional trainings, workshops, and meetings to remain current concerning trends in all assigned functions of Student Services and Programs.
- Reports incidents as required (e.g. suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to laws, regulations, codes, and policies.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the division.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge and Abilities**

KNOWLEDGE is required of:

Modern principles and practices of public school administration, principles of instructional and curricular development services including strategies pertaining to the assessment, evaluation, and improvement of Student Services and Programs;

Serving students with educational disabilities and the effects of trauma, as well as their impact on student learning and behavior;

Learning theory, program planning, curriculum development, and effective student support programs and methodologies;

Budget planning and monitoring;

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;

Create and model a culture of respect, equity, and collaboration at every level within the organization and externally with partners in the county, region, and state;

Make effective public presentations;

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;

Communicate effectively with a variety of audiences orally and in writing, including electronic media.

Meet the travel requirements including driving to various assignments and travel by commercial carrier.

Perform job assignments safely for the purpose of protecting people and property.

### **Working Environment**

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

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. The position requires the ability to drive a vehicle to conduct work. 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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

### **Education and Experience**

**Education:** A master's degree from an accredited college or university with an emphasis in educational administration/leadership, supervision, curriculum development, or related field. Doctorate preferred; and

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, including experience as a school site administrator; or

Equivalency: A combination of education and experience equivalent to a master's degree from an accredited college/university with an emphasis in educational administration/leadership, 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, including experience as a school site administrator.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential

Valid CA Teaching or Pupil Personnel Services Credential

Valid CA Driver's License

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, 2/2020; 9/2020

County Superintendent Approval: 8/2013