



Job Description

POSITION TITLE:	Superintendent Superintendent Salary Schedule	#5020
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MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Chief administrative officer of the San Joaquin County Superintendent of Schools Office; elected by the voters of San Joaquin County; seeks policy direction and approval from the San Joaquin County Board of Education.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Knowledge of the Education Code, particularly those sections governing County School offices; educational administration; educational philosophy; and instructional methodology.

EDUCATION:

Possess a Doctorate Degree or equivalent.

EXPERIENCE:

Ten years experience with progressively increasing levels of responsibility, with at least five years in public education.

SUMMARY OF POSITION:

An elected position, requiring evaluation by the voting public every four years.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. As chief administrative officer, administers all programs that fall within the jurisdiction of the County Superintendent including Instructional Services, Administrative Services and Business Services.
2. Employs or authorizes the employment of all agency personnel and serves as the final authority for disciplining or terminating employees.
3. Acts as Secretary to the San Joaquin County Board of Education.
4. Develops recommendations on goals, objectives and policies for the County Board and administers the office within the scope of adopted policy.
5. Advises and informs the County Board on educational planning legislation and issues appropriate to its function.
6. Acts as Secretary to the County Committee on School District Organization; provides advice and counsel on matters before the Committee; and offers recommendations on matters within the Committee's jurisdiction.
7. Acts in a liaison capacity between local school districts within the county and the State Department of Education.
8. Acts as advisor to the San Joaquin County School Boards Association.
9. Serves as Chair of the Board of Management of the San Joaquin County Regional Occupational Programs and Operational Support systems.

10. Organizes plans and chairs scheduled monthly meetings of local school district superintendents who meet to review and seek solutions to educational program needs and problems.
11. Chairs meetings of the Council of Superintendents for the San Joaquin Special Education Service Region, a group that oversees Special Education Programs operating to satisfy State mandates.
12. Coordinates the activities of the Special Education Service Regions within the San Joaquin County.
13. Acts in a liaison capacity between local school districts and San Joaquin County governmental departments including the Treasurer and County Counsel.
14. Keeps abreast of new and proposed legislation affecting school districts; when appropriate, seeks change in legislation or initiates proposed legislation.
15. Assumes additional duties and responsibilities as deemed necessary and appropriate to carry out the mission of the agency.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
5. Speak so that others may understand at normal classroom levels, outdoors and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff and the public.

Revised 12/19/2014 sc