



Job Description

POSITION TITLE:	Assistant Superintendent County Operated Schools & Programs (COSP)	#5024
	Administrative Council Salary Schedule Range 03	

SUMMARY OF POSITION: Under the direction of the Deputy Superintendent of Student Programs and Services, oversee and direct the following major programs: Court and Community School, San Joaquin County Office of Education Charter School Programs, Workforce Development (ROCP/Youthbuild), Foster Youth and Homeless Services, Instructional Technology Programs, Adult Education Programs, Greater Valley Conservation Corps and Academic Technology and Print Shop Programs. Lead and assist with the Charter School approval, appeal, renewal, and material revision process. Oversee the Inter-district and Expulsion Appeal processes.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree and a valid California Administrative Services Credential. Five years of work experience in educational administration with a district or county office.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Educational Doctorate Degree. Previous work experience in alternative education, child welfare and attendance, career technical and regional occupation programs, charter schools, personnel, and foster youth and homeless services.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- supervise, lead, and evaluate staff
- manage and oversee budgets

Knowledge of:

- assigned software
- program evaluation and data collection

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Facilitate, coordinate, and conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present relevant materials and information concerning department programs, services, operations, and activities; Represent the SJCOE at local, regional, and State meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interprets applicable rules, regulations, codes, policies, procedures, contracts, State and Federal laws, and regulations.
6. Communicate effectively both orally and in writing; analyzes situations accurately and adopts an effective course of action.
7. Negotiate and manage property leases.
8. Implement and support Diversity, Equity and Inclusion and Access initiatives, goals, and objectives throughout programs creating an environment of access and inclusion for students and staff.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. Assume additional duties and responsibilities as necessary assigned by the Associate Superintendent or Superintendent.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
8. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
9. Skillfully navigates change with confidence and composure.
10. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
11. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

15. Sit and stand for extended periods of time.
16. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
17. Hear and understand speech at normal levels and on the telephone.
18. See and read the computer screen and printed matter with or without vision aids.
19. Speak so that others may understand at normal levels to small or large groups, and on the telephone.

20. 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 in a standard office environment and come in direct contact with students, SJCOE staff, district staff, outside agencies, and the public.

4/14/2025 final sc