ASSOCIATE SUPERINTENDENT, POLICY AND COMPLIANCE

Reports to: County Superintendent of Schools
Division: Superintendent

Our ideal candidate

You understand the urgency and importance in the areas of policy and procedure development, legal compliance, and compliance with regulatory bodies. You emphasize supportive, efficient, and practical systems. You have exceptional written and oral communication skills and a strong sense of organizational systems. You collaborate with diverse stakeholders to solicit new ideas and gain consensus about policies that will benefit the organization. You have a wide range of experiences in mentoring, coaching, and training management staff who oversee educational programs and supervise employees.

General description

This cabinet-level position supports the instructional mission of the Santa Barbara County Education Office (SBCEO) by ensuring that all educational and internal programs operate within legal and policy frameworks that promote student achievement, healthy and productive work environments, access, and equity. The Associate Superintendent focuses on policy development, legal and compliance matters, investigations, and legislative tracking, while providing direct support to the County Superintendent.

Specific duties and responsibilities

- Ensure all board policies and administrative regulations support the effective delivery of programs and services provided by SBCEO to students, families, and the community.
- Provide legal and policy guidance to departments providing services to students, families, and the community.
- Collaborate with educational leadership to ensure initiatives are aligned with current laws, regulations, and best practices.
- Participate in executive decision-making affecting instructional and non-instructional program operations and service delivery.
- Lead the development, implementation, and revision of SBCEO board policies and administrative regulations, ensuring legal compliance and alignment with SBCEO's mission and vision.
- Monitor and analyze significant legislative, regulatory, and legal developments impacting public education and report findings and implications to senior leadership.
- Design and deliver training on new and existing policies affecting staff, schools, and programs.
- Serve as SBCEO’s lead contact for legal matters, including those involving instruction, personnel, student services, and school operations.
- Manage and respond to legal claims and formal complaints involving programs, employees, and student-related incidents.
- Lead and oversee internal investigations involving potential violations of education law, personnel policy, or SBCEO standards.

- Ensure investigative findings are used to improve policy implementation and service delivery.
- Participate in statewide committees, task forces, and advocacy coalitions as assigned.
- Represent the SBCEO in matters related to education legislation, policy reform, and county office interests.
- Advocate for policies that support educational equity, instructional quality, and the needs of Santa Barbara County's schools, employees, and students.
- Provide direct strategic and policy support to the County Superintendent of Schools.
- Collaborate with Cabinet members to ensure that legal, policy, and compliance initiatives align with SBCEO's mission and vision.
- Represent the Superintendent in meetings, education coalitions, and community partnerships as needed.
- Other duties as assigned by the Superintendent

Requirements

Education: Clear California Administrative Services Credential required**.** Possession of a Master's degree in Education, Public Policy, educational leadership, or a related field (Doctorate preferred). California Clear Administrative Services Credential required. Juris Doctor (JD) or Ed.D. strongly preferred.

Experience: Minimum of 7 years of leadership experience in public education, including policy development, legal compliance, investigations, or educational administration. Demonstrated experience supporting or overseeing instructional and student support programs. Demonstrated experience implementing and overseeing employee coaching, restorative practices, progressive discipline, and disciplinary action.

Knowledge of:

- Public education organization, operations, policies, and objectives
- County Education Office services and their relationship to school districts, community agencies, government agencies, employment agencies, and the California Department of Education
- California Education Code, governance, Title IX regulations and compliance, administrative law, and public education compliance
- Effective principles of the Merit System and Brown Act legal requirements in public meetings
- Equity, diversity, and inclusive practices
- Best practices in group facilitation and public speaking
- Principles of training, coaching, and providing work direction that foster high standards, professionalism and collaboration
- Advanced interpersonal skills that promote an environment of respect while using tact, patience, and courtesy

Ability to:

- Lead strategically, communicate effectively, and build strong partnerships with diverse stakeholders
- Conduct investigations, manage claims, and collaborate across departments
- Exercise sound judgement and initiative within established guidelines
- Analyze situations accurately and adopt effective course of action
- Read, interpret, explain, and apply laws, rules, regulations, policies, and procedures

- Prepare clear, engaging oral and written presentations
- Understand and follow oral and written directions
- Plan and organize work to meet schedules and timelines
- Work confidentially and with discretion
- Use personal computers and standard software applications to complete work products, manage data, and support decision-making

Licenses and certificates

- Possession of a valid Clear Administrative Services Credential issued by the California Commission on Teacher Credentialing.
- Possession of a valid California driver's license and the use of a dependable vehicle are required.

Working conditions

Work is performed primarily indoors with minimal exposure to health and safety hazards.