

June 2026
FLSA: Exempt

DEPUTY SUPERINTENDENT, EDUCATIONAL SERVICES

DEFINITION

Under direction of the Superintendent, the Deputy Superintendent, Educational Services provides leadership in actively implementing the San Mateo County Office of Education (SMCOE) vision for excellence and equity for every student, every teacher, and every school. The Deputy Superintendent is a Cabinet level leader who communicates strategic goals within a culture of high expectations for all students. The Deputy Superintendent leads, supports, and coordinates the SMCOE Educational Services teams including Teacher and Administrator Development, P-3, Early Learning, Curriculum and Instruction, Systems for District Improvement, and Research and Systems Planning. These teams coordinate comprehensive support for districts in areas such as educational programming and technical assistance. Additionally, the Deputy Superintendent supports the work of the Safe and Supportive Schools, College Technical Education and Community Partnerships, and Special Education Services and School Programs departments, in collaboration with the Associate Superintendent, Educational Services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Superintendent. Exercises direct supervision over Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an executive classification that oversees, directs, and participates in all activities of the Educational Services, including short- and long-term planning as well as the development and administration of programs, policies, procedures, and services that support educational excellence and equity. This class provides assistance to the County Superintendent in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include coordinating the activities of the division with those of other divisions, school districts, governmental agencies, and community partners, and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing division planning and operational goals and objectives, and for furthering the County Office's mission, goals, and priorities within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participate as a member of the County Superintendent's Cabinet in the overall planning and direction of SMCOE functions and services.
- Contribute to shared leadership decisions regarding SMCOE resources, priorities, program opportunities, and strategies to enhance educational programming and services.
- Advance the SMCOE strategic plan by promoting awareness and understanding among staff, constituents and partners as well as aligning division resources, work, and initiatives to the strategic plan.
- Provide responsive advice and education to administrators, faculty and staff on educational issues and trends. Monitor national and state educational trends in order to forecast the impact of those changes/trends on the delivery of SMCOE services.
- Develop and support districts as they develop and sustain exemplary PreK-12 educational programs, based on a thorough knowledge and understanding of current research in curriculum, instruction, assessment and program design in all areas of comprehensive education.
- Provide leadership and direction for the Educational Services, working closely with other divisions, departments, county agencies, and community partners.
- Lead and manage diverse teams across multiple educational focus areas, including Teacher and Administrator Development, P-3, Early Learning, Curriculum and Instruction, Systems for District Improvement, and Research and Systems Planning.
- Coordinate the preparation of annual budgets for assigned programs and services. Analyze and review budgetary and financial data; control and authorize expenditures.
- Prepare, maintain, and distribute reports and records as required by federal, state, and local regulations. Prepare special reports for the County Board and assure mandated reports are submitted in accordance with established timelines and requirements.
- Participate in state and local activities to promote SMCOE's interests in and contributions to educational initiatives.
- Supervise and evaluate the performance of assigned personnel; interview and select employees; coordinate staff work assignments; review staff work to ensure compliance with established procedures.
- Use effective interpersonal skills in external and internal communications and update the County Superintendent, Board of Education, Cabinet, and school leaders on educational services projects and operational changes.
- Represent the County Superintendent at the California County Superintendents' Curriculum & Improvement Support Committee (CISC), and other relevant state and regional committees and associations related to educational services.
- Provide consultation and technical expertise to personnel, administrators, school districts, schools, outside agencies and others concerning Educational Services goals, programs, and services. Respond to inquiries and provide detailed and technical information concerning related standards, requirements, projects, plans, strategies, objectives, issues,

principles, practices, techniques, laws, codes, regulations, initiatives, policies, and procedures.

- Monitor and analyze Educational Services operations and services for educational and financial effectiveness and operational efficiency. Direct the research, development, and implementation of programs, policies, and procedures to enhance the educational and financial effectiveness and operational efficiency of Educational Services.
- Maintain current knowledge of educational trends, innovations, and practices, and local, state, and federal programs, laws, codes, regulations, and pending legislation related to Educational Services. Direct the modification of programs, functions, policies, and procedures to meet local, state, and federal requirements as appropriate.
- Communicate with administrators, personnel, and outside agencies to exchange information, coordinate activities and programs, and resolve issues or concerns. Establish and maintain partnerships with outside agencies to build community relationships, enhance resources and support for services.
- Coordinate, attend, and conduct a variety of meetings and committees; present materials and information concerning Educational Services programs, services, operations and activities. Represent Educational Services and County Office at local, regional and state meetings, conferences, boards, seminars, and special events.
- Operate a variety of office equipment including a computer, assigned software, and a cell phone or other mobile device.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university; and

Experience:

- Seven (7) years of increasingly responsible educational services experience in a California school district or county office of education.

Licenses and Certifications:

- Valid Administrative Services Credential.
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation.

Knowledge of:

- Operational characteristics, services and activities of a comprehensive educational services program.
- State curricula, frameworks, assessments, and state and federal accountability systems.
- Social, emotional, and behavioral needs of students.
- State and Federal legislation and the impact to specific student groups including English Learners, low socio-economic students, foster youth, students with disabilities, and other underperforming student groups.
- The Smarter Balanced Assessment Consortium (SBAC) and the Common Core State Standards.
- California School Dashboard.
- California Multi-Tiered System of Supports (MTSS).
- Best practices in teacher and administrator professional development and capacity building.
- Early learning and P-3 educational frameworks and initiatives.
- Research and data analysis methodologies for educational program evaluation and planning.
- Systems for continuous improvement in educational settings.
- Principles, practices and procedures involved in program development, implementation, and administration.
- Principles and practices of long-range and strategic planning in an educational setting.
- County Office organization, operations, policies, and objectives.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Public relations and speaking techniques.

Ability to:

- Plan, organize, control and direct the County Office-wide operations and activities of the Educational Services.
- Coordinate and direct Educational Services communications, goals, support services, programs, resources and information to meet County Office and school district needs and enhance student learning, achievement and educational effectiveness.
- Supervise and evaluate the performance of assigned personnel.
- Direct the development and implementation of Educational Services programs, goals, activities, plans, projects, services, standards, strategies and objectives.
- Assure Educational Services goals are aligned with school district needs and requirements.

- Provide leadership and direction in developing new, innovative and responsive educational programs and support services.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Prepare and deliver oral presentations.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Lead and manage diverse teams across multiple educational focus areas.
- Conduct educational research and utilize data for strategic planning.
- Foster innovation and continuous improvement in educational programs and services.
- Exercise sound and independent judgment.
- Manage conflict positively and productively.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.