



Job Description

POSITION TITLE:	Deputy Superintendent Student Programs and Services Administration	#6313
	Administrative Council Salary Schedule Range 05	

SUMMARY OF POSITION:

Under the direction of the County Superintendent of Schools, oversee and support the following major programs: County Operated Schools and Programs, Special Education, Governmental Relations, Charter Schools and Community Partnerships, and Diversity, Equity, Inclusion and Access. Work directly with the Assistant Superintendents, Division Directors, and Directors to support these programs. Develop partnerships and collaboration with the education and business community, non-profit organizations, public agencies, and community partners to improve and support public education in San Joaquin County. Participate on SJCOE and community committees and organizations that support public education.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Masters Degree and a valid California Administrative Services Credential. Seven years of work experience in educational administration with a school district and/or county office of education.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Educational Doctorate Degree. Previous work experience as a principal, assistant superintendent and/or superintendent. Experience with alternative education, career technical education, special education, curriculum and instruction, personnel, outdoor education, technology, charter schools and early childhood education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- program evaluation and data collection

Ability to:

- supervise, lead, and evaluate staff
- effectively utilize technology
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- outstanding communication skills, both verbal and written
- 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. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present 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, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopts an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
13. Develop, update, and implement policies, procedures, rules, and regulations of SJCOE.
14. Work with the Human Resources department on personnel issues.
15. Serve as a member of the Superintendent's Cabinet and the Administrative Council.
16. Provide leadership to ensure County Superintendent goals, beliefs, policies, and strategic plan are clearly communicated and implemented.
17. Coordinate various county wide award programs e.g., County Teacher and Classified Employee of the Year.
18. Organize and coordinate the annual Leadership Retreat.
19. Knowledge of Bargaining Units and employee contracts.
20. Serve as a member of the Superintendent's Cabinet and the Administrative Council.
21. Assume additional duties and responsibilities as necessary assigned by the Superintendent of Schools.

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. Manages one's emotions and those of others effectively.
8. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
9. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
10. Skillfully navigates change with confidence and composure.
11. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
12. 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:

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

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