

MONTEREY COUNTY OFFICE OF EDUCATION

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES

CLASSIFICATION: Certificated Senior Management
SALARY LEVEL: 88
WORK YEAR: 225

DEFINITION:

Under the direction of the Deputy Superintendent, the Assistant Superintendent of the Educational Services Division is the instructional leader responsible for the development, coordination, and implementation of all aspects of high quality instructional services needed by schools, districts, and Monterey County Office of Education (MCOE) student programs that prepare students for success. The Assistant Superintendent works in collaboration with other agencies and organizations that share our common mission for the success of our students throughout Monterey County, for the effective integration of programs and services.

SUPERVISOR:

Deputy Superintendent

POSITION(S) SUPERVISED:

Management, certificated and classified staff as assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

MAJOR DUTIES AND RESPONSIBILITIES : The following is a list of duties that is representative of the position that includes but is not limited to:

- Represents and promotes the Monterey County Office of Education and its mission with integrity, commitment, and distinguished leadership
- Provides system-wide leadership in the development and implementation of a comprehensive strategic plan for the Educational Services Division in alignment with the strategic plan of the Monterey County Office of Education
- Provides the leadership and support for all aspects of the Educational Services Division that effectively address the needs of schools and districts in Monterey County and MCOE student programs
- Leads and manages daily operations of the Educational Services Division in a collaborative style with all staff

- Direct the development and implementation of division programs, projects, functions, services, goals, objectives, systems and activities
- Establish and maintain division timelines and priorities
- Supervise and evaluate the performance of assigned personnel
- Provides technical assistance and information on all educational matter
- Models timely and effective response to school and district requests for service
- Conducts studies, evaluations and reviews, and ensures that appropriate measures are taken for continuous improvement
- Implements policies and procedures that assures the health and safety of students and employees
- Establishes and maintains an effective internal and external communication system
- Creates a culture of mutual respect and conviviality internally with colleagues and co-workers at every level of the organization and externally with partners in the county, region, and state
- Assures that all employees understand and follow appropriate levels of decision making within a large, diversified organization
- Exercises fiscal accountability in accordance with applicable laws and funder guidelines
- Prepares high quality, thorough oral and written reports for the Superintendent and the County Board relative to educational services
- Stays abreast of current research developments, best practices, and emerging developments in public education
- Collaborates with state and federal departments of education for the purpose of implementing and maintaining services and/or programs
- Responsible for implementing the MCOE Board Policies, Administrative Regulations and Standard Operating Procedures
- Monitor, analyze and modify policies, procedures and programs to enhance the effectiveness and operational efficiency of the Education Services Division and its programs, activities and functions
- Provides leadership that ensures effective review of district and MCOE Local Control and Accountability Plans
- Provides leadership in all aspects of curriculum, instruction, assessment and accountability
- Reviews charter school applications, renewals, and on-going oversight responsibilities
- Attend and conduct a variety of meetings as assigned; prepare to deliver oral presentations; serve on various boards, committees, and commissions as directed
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative regulations

OTHER DUTIES:

Performs other job-related tasks as requested

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational

distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university with major course work in educational leadership, curriculum and instruction, or a related field
- Minimum five (5) years of teaching experience
- Minimum five (5) years administrative experience with at least two (2) years of experience in leadership of professional development in the area of curriculum and instruction
- Proven record as an accomplished and effective educational leader

Knowledge of:

- Principles and practices of 21st century principled leadership, organization, administration, educational program development, personnel management, budget preparation and administration in a public education setting
- The educational needs of English Learners, the English Language Development process, and appropriate services for English Learners
- Culturally relevant instruction including an understanding of the educational needs of English language learners
- Strategic plan development, implementation, monitoring, and evaluation
- Programs/Services typical to a county office of education
- Role, authority, legal responsibilities, and programs and services of the Monterey County Office of Education
- Thorough understanding of the California State Content Standards and assessment systems
- California Education Code and pertinent federal, state, and local laws, codes, acts, and regulations
- Local Control and Accountability Plan (LCAP) legal regulations and requirements
- Applicable charter school law regarding curriculum, instruction, assessment and accountability
- Educational-related technology applications

Skills and Abilities:

- Articulate a compelling vision and inspire commitment and excellence
- Commitment to ethical, principled leadership and behavior
- Develop and implement the Educational Services Division strategic plan in alignment with MCOE's strategic plan
- Explain and guide the attainment of the educational mission, standards and priorities

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments
- Create strong partnerships with leaders throughout the county, region and state; serve as a role model who demonstrates respect for all people from diverse backgrounds, perspectives, and interests
- Establish and maintain effective working relationships
- Make insightful and well informed decisions in a timely manner
- Communicate clearly and concisely, both orally and in writing
- Conduct interpersonal interactions using tact, patience and courtesy
- Practice successful public speaking techniques
- Balance the needs and priorities of the division with those of numerous external partners
- Adaptability during times of transition
- Be responsive to the emerging initiatives and projects that arise
- Maintain an open door policy
- Respond to stressful and sensitive situations in a professional and confidential manner
- Build and lead highly skilled teams
- Plan, organize, direct, and coordinate the work of department staff
- Select, supervise, train, and evaluate staff
- Use initiative, discretion, and good judgment in resolving human resources issues
- Develop, manage, and effectively utilize large budgets
- Understand, interpret, and apply provisions of applicable laws, ordinances, regulations, and memoranda of understanding
- Interpret, apply and explain rules, regulations, policies and procedures
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports, records and files related to assigned activities

Desirable Requirements:

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish

Licenses and Certifications:

- California Administrative Services Credential
- California Driver's License with evident of insurability