

# MONTEREY COUNTY OFFICE OF EDUCATION

## ASSISTANT SUPERINTENDENT STUDENT SERVICES

**CLASSIFICATION:** Certificated Senior Management

**SALARY LEVEL:** 88

**WORK YEAR:** 225

### **DEFINITION:**

The Assistant Superintendent of the Student Services Division is the instructional leader responsible for the development, coordination, and implementation of services in assigned departments to prepare students for success. Under the direction of the Deputy Superintendent, the Assistant Superintendent of Student Services plans, organizes, controls and directs the functions of the Student Services Division, which includes the following: Alternative Education Department, Head Start Department, Migrant Education Department, Foster Youth Services, Compliance Department, and four Charter Schools.

Collaborates directly with the Monterey County Probation Department, Community Hospital of the Monterey Peninsula Behavioral Health, the Monterey County Department of Social and Employment Services and other community agencies to ensure coordinated services for student programs

### **SUPERVISOR:**

Deputy Superintendent

### **POSITIONS SUPERVISED:**

Senior Director, Alternative Education Department

Senior Director, Migrant Education Department

Director II, Head Start Department

Foster Youth Services Coordinator

Director of Compliance

Principal Home Charter School

### **QUALIFICATION REQUIREMENTS:**

To perform this position 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 functions.

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

- Serves as a member of the Superintendent's Cabinet and is the liaison for all student service departments
- Ensures the achievement of the vision and mission of the Monterey County Office of Education (MCOE), the division, and each department within the Student Services Division with integrity, commitment, and distinguished leadership
- Provides leadership in the planning, implementation and evaluation of a comprehensive strategic plan for the departments and schools in the division

- Establishes and maintains an effective internal and external communication system
- Ensures that all staff understand and follow appropriate levels of decision-making within a large, diverse organization
- Creates and sustains a culture of respect, equity, and collaboration with colleagues and co-workers at every level within the organization and externally with partners in the county, region, and state
- Facilitates weekly meetings with department directors to ensure effective daily operations including programs, functions, policies and procedures to meet local, state and federal requirements as appropriate
- Models timely and effective response to school and district requests for service
- Gathers and utilizes data effectively to evaluate division operations and services in order to make informed decisions for continuous improvement
- Conducts studies, evaluations, and reviews and ensures that appropriate measures are taken for continuous improvement
- Exercises fiscal accountability in accordance with applicable local, state and federal laws and guidelines and in collaboration with the business office
- Maintain current knowledge of education trends, innovations and practices, as well as local, state and federal programs, laws, codes, regulations and pending legislation pertaining to student services functions
- Collaborate with legal counsel to resolve compliance issues
- Responds to complex human resources issues and conduct investigations and disciplinary action as required and in accordance with policies and procedures
- Provides student service support for all dependent charter schools of the Monterey County Office of Education
- Represents MCOE and the Superintendent on all student-related committees, both internal and in the community
- Oversees the coordination of all MCOE student testing
- Updates and coordinates the implementation of all 5000 and 6000 Administrative Regulations and Board Packets
- Ensures the timely completion of all local, state, and federal reports and plans, including (but not limited to), Local Educational Agency Plan (LEAP), Plan for Provision of Educational Services to Expelled Students, Western Association of Schools and Colleges (WASC) Accreditation, English Learner Master Plan, Comprehensive School Safety Plans, Emergency Preparedness Plans, Student Nation of Origin Report (SNOR), Office of Civil Rights Report and Local Control Accountability Plan
- Ensures the health and safety of MCOE students and staff, including implementation of policies and procedures and coordination of emergency preparation and drills in all Student Services Division Departments
- Coordinates all MCOE student data collection and information systems
- Oversees all student service department contracts and budgets
- Works with the Chief Technology and Operations Officer to develop and update the MCOE Technology Plan and Student Acceptable Use Policy
- Represents MCOE student service departments on the MCOE bargaining team
- Attends and represents all student service departments at The California County Superintendents Educational Services Association (CCSESA) Student Programs and Services Steering Committee (SPSSC) meetings
- Coordinates student service departments' efforts to ensure highly qualified teachers, including (but not limited to), Verification Process for Teachers in Special Settings (VPSS), Crosscultural, Language and Academic Development (CLAD), Peer Assistance and Review Program (PAR)
- Coordinates student service departments' grant applications
- Maintains awareness of and ensures 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 duties as required

## **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
- A distinguished record of accomplishment both as a teacher and as a site, county, and/or district administrator

### **Knowledge of:**

- California Education Code and pertinent federal, state, and local laws, codes, acts, and regulations
- Principles and practices of 21<sup>st</sup> century principled leadership
- Educational systems needed to prepare students for success in the global economy of the future related to student achievement
- Culturally relevant instruction including an understanding of the educational needs of English Language learners
- Strategic plan development, implementation, monitoring, and evaluation
- Principles and practices of organization, administration, educational program development, and personnel management in a public education setting
- Programs/Services typical to a county office of education
- Roles, legal responsibilities, and authority regarding programs and services of the County Office of Education
- Principles and practices of budget preparation and administration
- Charter school law and Williams Settlement legislation requirement

### **Skills and Abilities:**

- Communicate and interact effectively with others, including oral and written communications
- Dynamic oral presentation skills to a wide range of large and small audiences
- Build and lead highly skilled teams
- Practice ethical, principled leadership and behavior

- Articulate a compelling vision and inspire commitment and excellence
- Explain and guide the attainment of the educational mission, standards and priorities
- Serve as a role model who demonstrates respect for all people from diverse backgrounds, perspectives, and interests
- Create strong partnerships with leaders throughout the county, region and state
- Develop, manage, and effectively utilize large budgets
- Adaptable during times of transition
- Make difficult, sound, timely decisions
- Aware of self, others and situations
- Maintain open and effective communication
- Strong writing skills
- Direct the maintenance of a variety of reports, records and files related to assigned activities
- Prepare comprehensive narrative and statistical reports
- Meet timelines
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Interpret, apply and explain rules, regulations, policies and procedures
- Operate a computer and other assigned office equipment

### **Desirable Qualifications**

- Doctoral degree in a relevant field
- Bilingual/Bicultural in Spanish
- Responsibility for multimillion dollar budget development, implementation monitoring and evaluation in a large public organization

### **Licenses and Certifications:**

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