

# MONTEREY COUNTY OFFICE OF EDUCATION

## ASSISTANT SUPERINTENDENT STUDENT SERVICES

**CLASSIFICATION:** Certificated Senior Management

**SALARY LEVEL:** 90

**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 ensures the effective functioning of all aspects of the departments in the division according to the division organizational chart. This position is responsible for ensuring all reports are accurately and thoroughly prepared and presented in a timely manner; budgets are properly developed and monitored; contracts are correctly developed, implemented, and fulfilled; students are succeeding and thriving. The Assistant Superintendent of Student Services 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

### **POSITION(S) SUPERVISED:**

Management, Certificated, and Classified Staff as assigned

### **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 and ensures 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
- Responds to complex human resources issues and conduct investigations and disciplinary action as required and in accordance with policies and procedures
- Represents MCOE and the Superintendent on all student-related committees, both internal and in the community
- Oversees the coordination of MCOE's Student Services student testing
- Ensure effective implementation of MCOE policies and Administrative Regulations and Board Packets
- Ensures the timely completion of all local, state, and federal reports and plans.
- Ensures the health and safety of MCOE students and staff emergency preparation and conducting of drills in all Student Services Division Departments
- Oversees all student service department contracts and budgets
- Works with the Chief Technology Officer to develop and update the MCOE Technology Plan and Student Acceptable Use Policy
- Attends and represents all student service departments at the California County Superintendents Educational Services Association (CCSESA) Student Programs and Services Steering Committee (SPSSC) meetings
- Responsibility for multimillion dollar budget development, implementation, monitoring, and evaluation

**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 supervising a wide scope of programs and services
- Proven record as an accomplished and effective educational leader

### **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
- 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
- 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
- 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
- Charter school law and Williams Settlement legislation requirements

### **Skills and Abilities:**

- Establish and maintain cooperative and effective working relationships with others
- 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
- Maintain open and effective communication

- Strong oral and written communication skills
- 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

**Licenses and Certifications:**

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

**Desirable Qualifications:**

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

Approved: 03.01.16  
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