



## Job Description

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<b>POSITION TITLE:</b>	<b>Assistant Superintendent County Operated Schools &amp; Programs (COSP)</b>	<b>#5024</b>
	<b>Administrative Council Salary Schedule Range 03</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

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

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess an Educational Doctorate Degree. Previous work experience in alternative education, child welfare and attendance, regional occupation programs, charter schools, personnel, outdoor education, and foster youth services.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess 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.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess a valid California Administrative Services Credential.

**SUMMARY OF POSITION:** Under the direction of the Deputy Superintendent of Student Programs and Services, oversee and direct the following major programs: Court and Community School, Workforce Development (ROCP/Youthbuild), Outdoor Education, Foster Youth Services, Instructional Technology Programs, Adult Education Programs, and Print Shop Programs. Oversee the following process issues and areas: Charter School Approval and Appeal processes and Inter-district and Expulsion Appeal processes.

### **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. Facilitate, coordinate, and conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present relevant 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, codes, policies, procedures, contracts, State and Federal laws, and regulations;

6. Communicate effectively both orally and in writing; analyzes situations accurately and adopts an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others;
8. Work independently with little direction;
9. Meet schedules and timelines;
10. Prepare reports as needed for program;
11. Oversee and manage budgets.
12. Assume additional duties and responsibilities as necessary assigned by the Deputy Superintendent or Superintendent.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

13. Sit and stand for extended periods of time.
14. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
15. Hear and understand speech at normal levels and on the telephone.
16. See and read the computer screen and printed matter with or without vision aids.
17. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
18. 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 in a standard office environment and come in direct contact with students, SJCOE staff, district staff, outside agencies, and the public.