



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:**

**Assistant Superintendent  
Educational Services**

**#5023**

**Administrative Council Salary Schedule  
Range 03**

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

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

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:** Previous work experience as a classroom teacher, site administrator, and district office administrator. Possess an Educational Doctorate Degree.

**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 teaching credential and a valid California Administrative Services Credential. Possess demonstrated leadership skills, ability to run a meeting successfully, ability to organize large scale events, knowledgeable in curriculum, instruction, and assessment. Possess knowledge of departments within Education Services: Migrant Education, Early Childhood, AVID, Assessment Projects, Williams Settlement, Comprehensive Health, Student Events, Instructional Technology, English Language Arts, Teacher Development, CA Pre-school Network, Multilingual Education, Mathematics, State & Federal Projects, Regional System of District & School Support, Visual & Performing Arts, Community Involvement, and Science.

**SUMMARY OF POSITION:**

Under direction of the Superintendent of Schools and Deputy Superintendent of Student Programs & Services, the Assistant Superintendent of Educational Services serves the Superintendent in the area of responsibility within curriculum and instruction.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

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 interpret 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 adopt 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 and implement policies, procedures, rules and regulations of the Educational Services Division.
14. Work with Human Resources Department on personnel issues.
15. Coordinate the approval process for Charter Schools.
16. Serve as a member of the Superintendent's Cabinet and the Administrative Council.
17. Responsible for Countywide School District's Directors of Curriculum meetings.
18. Serves on CCSESA's Curriculum and Instruction Steering Committee.
19. Represent San Joaquin County on the CCSESA Region 6 Assistant Superintendent's curriculum group.
20. Coordinate the various county wide award programs (i.e. County Teacher of the Year, the Cortopassi Teacher awards, the Classified Employees of the Year)
21. Assume additional duties and responsibilities as necessary assigned by the Superintendent.

**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/typewriter, 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. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff and the public.

Assistant Superintendent #5023  
Educational Services  
FINAL 10/15/12 sc  
Revised 06/29/17 cao