



Job Description

POSITION TITLE: Associate Superintendent #6155
Office of the Superintendent

Administrative Council Salary Schedule
Range 04

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

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

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Educational Doctorate Degree. Previous work experience as a principal, assistant superintendent and/or superintendent. Experience with alternative education, career technical education, special education, curriculum and instruction, personnel, outdoor education, technology, charter schools and early childhood education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Possess outstanding communication skills, both verbal and written. Ability to effectively utilize technology. 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 County Superintendent of Schools, oversee and support the following major programs: County Operated Schools and Programs, Special Education/SELPA and Educational Services. Work directly with the Assistant Superintendents to support these programs. Develop partnerships and collaboration with the education and business community, non-profit organizations, public agencies and stakeholders to improve and support public education in San Joaquin County. Participate on SJCOE and community committees and organizations that support public education. Oversee and direct Charter School applications, reviews, approvals, renewals and appeals.

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. 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 interprets 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 adopts 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, update and implement policies, procedures, rules and regulations of SJCOE.
14. Work with the Human Resources Department on personnel issues.
15. Coordinate and direct the review, approval, renewal and appeal processes for Charter Schools.
16. Serve as a member of the Superintendent's Cabinet and the Administrative Council.
17. Coordinate various county wide award programs e.g., County Teacher and Classified Employee of the Year.
18. Organize and coordinate the annual Management Retreat.
19. Assume additional duties and responsibilities as necessary assigned by the Superintendent of Schools.

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, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff and the public.

4/17/2018 final sc