

Sacramento County Office of Education Job Description

Classification Title: Assistant Superintendent, Educational Services

DEFINITION

Under direction of the County Superintendent of Schools, provides leadership and support to local educational agencies in the areas of curriculum and instruction, professional learning, implementation of state and federal programs, and educational initiatives at the state, regional and local level.

DIRECTLY RESPONSIBLE TO

County Superintendent of Schools

SUPERVISION OVER

Management, professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Administers and is responsible for the programs of P-12 curriculum and instruction services; leads technical assistance efforts for identified districts and schools to support the implementation of grade level standards and intervention programs that address the California Standards, Curriculum Frameworks and other special projects; coordinates programs of home, school, and community relations, including the supervision of Community School Initiatives and Expanded Learning Programs; coordinates the County Office curriculum and instruction efforts with the California Department of Education, universities, other county offices, professional associations, and community agencies and organizations; attends meetings of the County Board of Education and presents reports on SCOE programs of educational services and serves as a resource for the Superintendent and Board; meets regularly with administrators of the school districts of the county to determine educational and professional development needs and best provision for County Office and Capital Region instructional support services; recommends standards-based and research validated approaches to districts for instructional programs and/or curriculum development programs; participates in projects establishing state, regional, and local leadership in professional development provided through the County Office; advises school personnel of new legislation affecting school programs; directs the preparation and controls the publication and distribution of curriculum and instruction resources and materials; provides an ongoing and effective program of professional learning that supports the implementation of California Standards and Frameworks; plans in-service courses, workshops, and informational meetings; attends local, State, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas; selects, trains, supervises, and evaluates assigned staff; performs other assignments made by the County Superintendent.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential or ability to obtain one. Extensive, progressively responsible experience in instructional services including direct administration in county office(s) of education or medium or large sized school district(s), preferably at a director level or above.

Knowledge of:

Policies, objectives, services, and responsibilities of SCOE and assigned programs; laws, rules, and regulations related to the organization and operation of instructional support programs; effective strategies and methods for establishing communication and maintaining positive relationships with internal and external partners; P-12 core subject area curricular and instructional programs; curriculum development, instructional program implementation, and assessment of student learning; budget and grant development, application, management, and administration; effective leadership and goal-setting strategies; public speaking,

presentation, and facilitation techniques; standard software applications, including video-conferencing platforms.

Skill and Ability to:

Provide coordination, direction, and positive leadership; plan, organize, and supervise a multi-department program of instructional support services; assess the needs of programs and partnering agencies related to assigned areas; develop measurable long and short-range goals and objectives, set priorities and timelines, and evaluate progress toward achievement; initiate, coordinate, lead, and implement projects between County Office departments and agencies involved in county-wide instructional support programs and services; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; develop and maintain effective communication and collaborative working relationships with individuals and groups from diverse backgrounds; communicate concepts clearly, concisely, and accurately in both oral and written form; initiate and facilitate interaction with individuals and among group members; maintain current knowledge of rules, policies, regulations, and legal requirements related to assigned duties; select, train, supervise, and evaluate assigned staff; understand and interpret to others complex laws, rules and regulations, and policies pertaining to programs and services; develop budgets and monitor expenditures; acquire and evaluate appropriate data for effective problem solving and decision making; integrate the use of technology to enhance job performance.

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