

Sacramento County Office of Education Job Description

Classification Title: Deputy Superintendent

DEFINITION

Under direction of the County Superintendent of Schools, supervises and is responsible for the overall operation of administration and instructional programs and schools of the County Office including direct line responsibility for the following areas:

Directly oversee:

- Center for Student Assessment and Program Accountability (C-SAPA)
- District and school technical assistance (State and Federal)
- School of Education
- Local Control and Accountability Plan (LCAP)
- Facilities
- Civic Education

Work with and mentor Cabinet members over the following departments:

- Human Resources and Personnel Commission
- Business Services
- Special Education
- Technology
- Career Education and Court and Community Schools

DIRECTLY RESPONSIBLE TO

County Superintendent of Schools

SUPERVISION OVER

Management, 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.)

The Deputy Superintendent will facilitate and manage negotiations and meetings with union leaders; work with legal services on charter schools, charter school petitions and memorandums of understanding (MOUs); work with Legal on board policy committee; shepherd the development, submission and implementation of grants and contracts; prepare and plan cabinet agendas and retreats; work with California County Superintendents Educational Services Association (CCSESA) and the Curriculum and Instruction Steering Committee (CISC) to ensure the Sacramento County Office of Education (SCOE) offers consistent and high quality programs; assist with the review and advocacy of legislation; work on special projects; ensure program effectiveness, efficiency, and compliance with County Board Policies, state, and federal laws, regulations, and contractual agreements; attends meetings of the County Board of Education to present reports and recommendations in areas of responsibilities; meets regularly with school district administration to determine educational needs and effectiveness of County Office services; develops long and short range goals and objectives and progress reports; organizes committees utilizing school district, County Office personnel, and/or members of the community to develop new programs or resolve educational concerns; maintains currency in new education technology; serves as advisor to County Office Board of Education and personnel regarding new legislation impacting student programs, distributing information on a regular basis; advises school district personnel of new legislation affecting school programs and may represent the County Office before legislative committees regarding educational issues; attends meetings and conferences as appropriate; serves on professional advisory committees in areas of responsibilities; performs other specialized assignments as assigned by the Superintendent; represents the County Superintendent of Schools, the County Board of Education, and Sacramento County Office of Education.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a valid California administrative credential; extensive, progressively responsible experience in administration and instructional services, including direct administration in county offices of education or similar organizations, or medium or large sized school district(s), preferably at a director level or above.

Knowledge of:

General knowledge of all county office of education services and responsibilities of departments supervised including budget preparation and control; general knowledge of the laws and regulations of the State of California as they apply to the county organization and operation of educational programs; knowledge of methods of communication between agencies served by the county office of education on a countywide, regional and statewide basis.

Skill and Ability to:

Plan, organize, and supervise multiple departments including needs assessment and development of long and short-range goals and objectives; leadership and coordination skills to coordinate efforts between County Office departments and agencies involved in county-wide educational programs and services; interpersonal and communication skills to develop and maintain positive working relationships with County Office and district personnel and educational, business, and community agencies; oral and written communication skills to present ideas and concepts clearly and concisely to professional and laypersons and groups; comprehension skills to understand and interpret to others complex laws, rules and regulations, and policies pertaining to programs and services; analytical skills to research, acquire, and evaluate appropriate data for effective problem solving and/or decision making; select, train, supervise and evaluate staff.

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