

**Sacramento County Office of Education Job Description**  
**Classification Title: Assistant Superintendent,**  
**Court and Community Schools, Career Technical Education and Adult**  
**Reentry Programs**

**DEFINITION**

Under direction of the County Superintendent of Schools, supervises and is responsible for the overall operation of instructional programs and schools of the County Office for:

- Career Technical Education and Career Pathways Support
- Computer Science Regional Support
- Juvenile Court Schools
- Community Schools
- Adult Reentry Program

**DIRECTLY RESPONSIBLE TO**

County Superintendent of Schools

**SUPERVISION OVER**

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

**DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification)

Responsible for planning, organizing, assigning, and directing activities of the Career Technical Education and Computer Science Programs, Court and Community School operations, Adult Reentry client support contracts and programs and other specialized services; ensures program effectiveness, efficiency, and compliance with County Board policies, state, and federal laws, regulations, and contractual agreements; assists in developing instructional policies and practices based on desired student outcomes; supervises and is responsible for the evaluation of staff in the division; attends meetings of the County Board of Education to present reports and recommendations in areas of responsibilities; meets regularly with school district administration to offer technical education in secondary programs and determine educational needs and effectiveness of County Office services; develops long and short range goals and objectives and progress reports based on program needs and student demographics; organizes councils or 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 educational technology; serves as advisor to County Office Board and personnel regarding new legislation impacting student programs, distributing information on a regular basis; advises staff and school district personnel on 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.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

Possession of a valid California administrative credential; 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. Recent work experience in programs serving career technical education and alternative education programs.

**Knowledge, Skills, and Abilities**

General overall knowledge of 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 effective methods for curriculum development, program implementation and assessment of student learning; knowledge of methods of communication between agencies served by the County Office of Education on a county-wide and regional basis.

Skill to plan, organize, and supervise a multi-department program of educational services including needs assessment and development of long and short-range goals and objectives; select, supervise, direct and evaluate personnel; 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 education, 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.

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