

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent of Schools this position will provide leadership to the Educational Services division in the development and delivery of support services to districts, schools and other educational agencies to improve student achievement and implement State policy.

This position has the responsibility to plan, organize, control and direct the operations and activities of the CCCOE Educational Services Division including Curriculum and Instruction, educational technology, school and district program improvement, business partnerships and professional development. It is also responsible for state funded regional programs serving the Bay Area: Advancement Via Individual Determination (AVID), School Readiness, and Title III Technical Support.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the operations, activities and services of the Educational Services Division including Curriculum and Instruction, educational technology, AVID, School Readiness, school district support services, partnerships and professional development; establish and maintain Division time lines and priorities; assure related activities comply with established local, State and federal standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct personnel, resources, curriculum, communications, information and fiscal functions to meet educational needs and requirements and enhance student learning and achievement; establish local and regional services to enhance the instruction and curriculum services for the County Office and local school districts; direct the development and implementation of Educational Services activities, programs, plans, projects, standards, strategies, goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Administer and monitor Educational Services programs and activities to assure compliance with established curriculum standards and requirements; direct the development of curriculum standards to meet student needs; coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies; direct the scheduling, development and implementation of professional development activities and trainings.

Monitor and analyze Division operations and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; direct the research, development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the Division; provide recommendations to the CDE concerning assessment and school improvement policy.

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Coordinate and direct Division communications, resources, correspondence and information between County Office administrators, personnel, school districts, outside organizations, the public and various local and State agencies to meet the learning needs of students; collaborate with regional and State agencies in providing educational resources and support services; assure proper and timely resolution of Educational Services issues and conflicts.

Provide consultation and technical expertise to personnel, administrators, school districts, outside agencies and others concerning Division programs and services; respond to inquiries and provide detailed and technical information concerning instruction, curriculum, assessment, professional development and related standards, requirements, projects, issues, principles, school improvement processes, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Develop and prepare the annual preliminary budget for the Educational Services Division; determine budget priorities; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct and participate in the administration of Division grants and the disbursement of funds; assure compliance with grant specifications and requirements; research, obtain and maintain grants and other funding sources.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to Educational Services; direct the modification of programs, functions, policies and procedures to meet local, State and federal requirements as appropriate; provide leadership and direction in developing new and innovative instructional programs and support services.

Serve as a member of the Superintendent's cabinet; provide technical information and assistance to the Superintendent and Board members regarding Division issues, needs, services and activities; participate in the formulation and development of related policies, procedures and programs; provide administrative support to meet the educational vision of the County Office; assist the Superintendent with strategic planning for designated school districts and Community College.

Plan, organize, control and direct the research, assembly, compiling and analysis of a variety of technical data and information related to Educational Services; direct and participate in the development, preparation and distribution of presentation, training and informational materials.

Assure adequate resources and personnel to meet Division needs; monitor staffing needs and initiate recruitment activities as appropriate; coordinate activities to assure adequate instructional materials to meet Division needs; coordinate contracts and purchasing activities as needed.

Direct the preparation and maintenance of a variety of records, reports and files related to Curriculum & Instruction, assessment, budgets, personnel, professional development, projects, accountability and assigned activities

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain partnerships with outside agencies to enhance resources and support for Division services.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and committees; present materials and information concerning Division programs, services, operations and activities; represent the Division and County Office at local, regional and State meetings, conferences, in-services, task forces, boards, councils and events; plan and facilitate Curriculum Council meetings.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the operations, activities and services of the Educational Services Division including Curriculum and Instruction, educational technology, AVID, School Readiness, school district support services, partnerships and professional development.

Curriculum standards, interpretation and application in local, regional and State schools.

Local, State and federal standards and requirements governing Educational Services.

Principles, practices and procedures involved in the development and implementation of instructional activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Instructional techniques and strategies related to local, County and State schools and programs.

Principles and practices of long-range and strategic planning in an educational setting.

County Office organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, control and direct the operations, activities and services of the Educational Services Division including Curriculum and Instruction, educational technology, AVID, School Readiness, school district support services, partnerships and professional development.

Coordinate and direct personnel, resources, curriculum, communications, information and fiscal functions to meet educational needs and requirements and enhance student learning.

Supervise and evaluate the performance of assigned personnel.

Direct the development and implementation of Educational Services activities, programs, plans, projects, standards, strategies, goals and objectives.

Administer activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies related to Educational Services.

Provide consultation and technical expertise concerning Division programs, services, instruction, curriculum, assessment, professional development and other assigned functions.  
Monitor, analyze and modify programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of Division programs and services.  
Direct the development and implementation of professional development activities and trainings.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain laws, codes, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Prepare and deliver oral presentations.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's Degree in education or related field required (Doctorate Degree preferred), and eight (8) years increasingly responsible administrative experience working with educational programs and services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information and make presentations.