

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ASSISTANT SUPERINTENDENT, STUDENT SERVICES AND PERSONNEL

DEFINITION

Under general administrative direction, to plan, direct, manage and oversee the activities and operations of the Student Services Division, including Alternative Education Program, Regional Occupational Program, School Attendance Review Board, Homeless Program, and Personnel; to coordinate assigned activities with other County Office of Education divisions and outside agencies; to provide highly responsible and complex administrative support to the superintendent.

SUPERVISION EXERCISED

Exercise direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Student Services Division, Alternative Education services and activities including Regional Occupational Program, School Attendance Review Board, Homeless Program and Personnel.

Manage the development and implementation of Student Services Division goals, objectives, policies, and priorities for each assigned service area; establish, within County Office of Education policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of programs and procedures, assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the planning, development, and evaluation of educational programs and systems designed to achieve program goals and to test promising ideas.

Encourage and support the efforts of administrators and staff to evaluate and reexamine their educational programs in light of desired student outcomes and current research.

Represent the Student Services Division to other County Office of Education divisions, departments, elected officials and outside agencies; explain and interpret Student Services Division programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate Student Services Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Conduct regular in-service training programs in accordance with the needs and requests of staff assigned to the Student Services Division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Plan, direct and coordinate, through subordinate level managers, the Student Services Division's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Student Services Division budget; direct the forecast of additional funds needed for staffing equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Seek sources of outside funding for the improvement of instructional and instructional support programs and activities.

Work cooperatively with local school districts to ensure access, appropriate placement, and transition of students as appropriate between County Office of Education and local school district instructional programs.

Provide staff assistance to the superintendent and Board of Education; serve as a member of the Superintendent's Cabinet; conduct a variety of organizational studies, investigations, operational studies, special projects, administrative/analytical studies, and other duties as assigned by the superintendent; recommend modifications to programs, policies, and procedures as appropriate.

Review pertinent legislation and ensure County Office's and school districts' compliance with rules, regulations, and laws; ensure the timely and accurate reporting of data to federal and state authorities.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of instruction and instruction support services.

Respond to and resolve difficult and sensitive inquiries and complaints.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive student services program.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Knowledge of (Continued):

Pertinent federal, state, and local laws, codes and regulations.

Principles and practices of curriculum development and instructional teaching strategies.

Current trends, research, and development in the areas of student learning, student needs, and institutional responses.

Programs, services, and curriculum appropriate for educating severely handicapped students.

Principles of child and human development.

Principles and practices used in evaluating the disabilities of children in order to ensure proper placement in programs including a broad range of disabling conditions exhibited by students.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Provide administrative and professional leadership and direction for the Student Services Division.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient student services.

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Identify and respond to community, Board of Education, and superintendent's issues, concerns, and needs.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply appropriate goals, objectives, policies, procedures, rules, and regulations.

Effectively direct the provisions of student services programs in support of the County Office's departments, schools, and programs.

Skill and Ability to (Continued):

Prepare and analyze administrative and statistical reports, statements; and correspondence.

Gain cooperation through discussion and persuasion; deal constructively with conflict and develop a consensus.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Ensure County Office and school districts' compliance with laws and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Master's degree from an accredited college or university with major course work in education or a related field. A Doctorate degree is desirable.

Experience:

Five years of increasingly responsible teaching experience, preferably at both the elementary and secondary levels, and five years of management and administrative experience.

License or Certificate

Possession of appropriate California Credentials.

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential duties require the following skills and working environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: June, 1994.