

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 2000 – ADMINISTRATION

Policy 2000

Concepts and Roles

The Solano County Office of Education (SCOE) administration performs essential roles and functions in support of student learning, including the provision of instructional support and services and noninstructional operations.

The County Superintendent (Superintendent), an elected official, fulfills all the obligations of SCOE including the administration of its functions and operations as required by law and the Education Code. The Superintendent provides leadership in developing the budget, administrative regulations and organizational structures, and decision-making processes, that allow SCOE to fulfill its vision, mission, and goals. S/he also helps shape the culture and environment of SCOE in a manner that focuses operations on enhancing student achievement, encourages positive relationships with the community, and instills confidence in SCOE's programs and services as well as in public education.

The Superintendent may delegate to other district staff any duties imposed upon him/her, but this delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

The Superintendent may designate an administrator in charge during his/her absence in order to provide supervision and guidance in conducting the routine affairs of the County Office of Education.

The following administrators are identified as Administrators in Charge in the absence of the Superintendent:

1. Deputy Superintendent
2. Associate Superintendents
3. Assistant Superintendents

Each administrator will provide to pertinent staff their contact information where s/he may be reached when away from the office. In the event the designated administrator(s) is absent, a back-up designated administrator will be identified by the Superintendent.

Legal Reference:

EDUCATION CODE

- 1200-1209 County Superintendent Qualifications, Salary, and Expenses
- 1240-1281 Duties, Responsibilities, and General Powers
- 1290-1302 Staff
- 1310-1319 Classified County School Employees
- 1330 Unemployment Insurance
- 1340 Tax-Sheltered Annuities
- 1350 Retiree Benefit Funds

Policy Cross-Reference:

- 0000 Vision
- 0100 Philosophy
- 0200 Goals for the School District
- 0500 Accountability
- 1220 Citizen Advisory Committees
- 2111 Superintendent Governance Standards
- 2210 Administrative Leeway in Absence of Governing Board Policy
- 2230 Representative and Deliberative Groups
- 4300 Administrative and Supervisory Personnel
- 4301 Administrative Staff Organization