

Solano County  
Office of Education

JOB TITLE: Assistant Superintendent, Educational Services

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Associate Superintendent of Student Programs and Educational Services, plans, organizes, implements, and oversees a variety of assigned programs and services for the Solano County Office of Education (SCOE). Delivers direct services to internal programs and coordinates instructional support services to districts. Provides professional development activities, and manages youth prevention, leadership and development programs.

#### JOB REQUIREMENTS AND QUALIFICATIONS

Required: Five years of experience in education, including at least two years in the administration and management of educational programs and instruction, and student services. A California administrative credential and master's degree.

#### EXAMPLES OF DUTIES

Supervises and evaluates assigned directors, program managers, coordinators, and other professional and clerical staff.

Participates as a member of the Superintendent's Cabinet in the overall planning and direction of the SCOE.

Communicates, and supports regional and state-wide programs and services through regional planning, and implementation of meetings and events.

Coordinates with district and regional/state programs to plan for school improvement processes, as well as compliance issues such as Consolidated Application (ConApp), Federal Program Monitoring (FPM) and English Language Learners (ELL) issues.

Meets regularly with administrators of school districts of the county to determine educational needs that SCOE can provide.

Plans, organizes, implements, coordinates, and oversees educational programs, activities, and operations of youth development programs, and special projects.

Participates in the planning and delivery of professional development programs and activities that support the efforts of the districts.

Provide technical assistance for court/community school in the area of ELL compliance.

Provides leadership and expertise in assessing, identifying, formulating, and implementing initiatives that improve student learning within the county office and in the districts.

Plans, organizes, evaluates, and directs initiatives related to curriculum, instruction, and program development that enhance student learning and educational options within the county office and in the districts.

Serves as a member of the Management Advisory Council and Chief Administrative Team for the SCOE.

Performs related duties as assigned by the Associate Superintendent of Student Programs and Educational Services.

#### SUPERVISION RECEIVED

Very limited and general supervision. Directly responsible to the Associate Superintendent.

#### SUPERVISION EXERCISED

Supervision of department level administrators and managers.

#### PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing(15%)	Walking(25%)	Sitting(60%)
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Body Movement (Frequency):

None(0)	Limited(1)	Occasional(2)	Frequent(3)	Very Frequent(4)
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Lifting – lbs.(0-40)	Lifting(2)	Bending(2)
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Pushing and/or	Reaching	Kneeling or
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Pulling Loads(1)	Overhead(1)	Squatting(1)
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Climbing Stairs(2)	Climbing Ladders(1)
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