

Solano County
Office of Education

JOB TITLE: Associate Superintendent, Educational Services and Special Education

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) including Educational Services and Special Education.

JOB REQUIREMENTS AND QUALIFICATIONS

- Five years of experience in education, including at least two years in the administration and management of educational programs and instruction, and Special Education.
- A California administrative credential and master's degree.

ESSENTIAL DUTIES

- Administers and oversees the planning and delivery of professional development programs and activities that support the efforts of the districts.
- Administers and oversees Special Education programs.
- Administers and oversees the educational assessment and accountability system within the county office of education programs, including Special Education.
- Participates as a member of the Superintendent's Cabinet in the overall planning and direction of the county office of education.
- Supervises and oversees consultation services to Districts for their Local Control Accountability Plan development and the provision of technical assistance based on the California School dashboard accountability system.
- Supervises and evaluates assigned directors, program managers, coordinators, and other professional and clerical staff.
- 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 develop, implement, monitor and evaluate a variety of instructional support programs for students.
- Meets regularly with administrators of school districts of Solano County to determine educational needs and how SCOE can be responsive to those needs.
- 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 enhances student learning and educational options within the county office and in the districts.
- Acts as liaison to the California Department of Education, school districts, and other agencies.
- Represents the county office of education at various meetings, conferences, and public events.
- Prepares and maintains a variety of reports and documentation related to department activities; oversee the preparation of various board reports.
- Assures that assigned program directors conduct program evaluations accurately and within the timelines prescribed
- Participates as a member of the Superintendent's Cabinet in the overall planning and direction of the Solano County Office of Education.
- Serves as a member of the Management Advisory Council (MAC) and Chief Administrative Team (CAT) for the SCOE.

MARGINAL DUTIES

- 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 of Student Programs and Educational Services.

SUPERVISION EXERCISED

Supervision of department level administrators, managers and staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (25%)

Sitting (60%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (4)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (1)

Kneeling or
Squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)