



Leadership • Collaboration • Support

JOB TITLE: Deputy Superintendent, Educational Services and Student Programs

Assistant/Associate/Deputy Superintendent Salary Schedule, Range 4

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the County Superintendent, oversees and directs all educational programs and services offered by the county office, including Special Education, Workforce Development and Transition Support, Student Services, Alternative Education, Instructional Support, Professional Learning, and Youth Development. Acts as a liaison to the California Department of Education, school districts, and other agencies locally, regionally and statewide. Develops, plans, organizes, and implements county office policies. Supervises division level administrators and advises the Superintendent in all related areas.

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.

ESSENTIAL DUTIES

- Provides oversight of the planning and prioritizing of professional learning programs and activities that support the efforts of the districts.
- Oversees the educational assessment and accountability system within the county office of education programs, including Special Education.
- Supports supervision and oversight of consultation services to Districts for their Local Control Accountability Plan (LCAP) development and the provision of technical assistance based on the California School accountability system and Statewide System of Support, including Differentiated Assistance and Continuous Improvement efforts.
- Communicates, and supports regional and state-wide programs and services through regional planning and implementation of meetings and events.
- Coordinates with district, regional, and 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.

- Oversees the completion of reports and documentation related to department activities and oversees the preparation of various board reports.
- Assures that assigned program directors conduct program evaluations accurately and within the timelines prescribed.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing initiatives that improve student learning within the county office and in the districts.
- Oversees the departments that plan, organize, evaluate, and direct 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 (MAC) and Chief Administrative Team (CAT).
- Participates as a member of the Superintendent’s Cabinet in the overall planning and direction of the Solano County Office of Education.
- Represents the Superintendent at local, regional, and state agencies, and makes presentations as necessary.
- Serves as the co-chair of MAC for the Superintendent.

MARGINAL DUTIES

Performs related duties as assigned by the County Superintendent of Schools.

SUPERVISION RECEIVED

Very limited and general supervision.

Directly responsible to the County Superintendent.

SUPERVISION EXERCISED

Supervision of division level administrators.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)	Walking (25%)	Sitting (50%)
Lifting – lbs. (0-40)	Lifting (2)	Bending (2)
Pushing and/or Pulling Loads (1)	Reaching Overhead (1)	Kneeling or Squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)