

## Humboldt County Office of Education

### **ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES** Certificated Management

#### **Position Summary**

Under the general direction of the Superintendent, the Assistant Superintendent for Educational Services provides leadership and management over the various curriculum, staff development, e-learning, prevention, nutrition, after school, and child care programs maintained by and operated through the Humboldt County Office of Education, as well as all HCOE instructional programs with the exception of Special Education. In addition, the Assistant Superintendent facilitates the development of inter-agency and inter-segmental program partnerships, is responsible for major educational and economic resource development activity on behalf of the county office of education. The Assistant Superintendent provides leadership to, and evaluates the performance of, other division management personnel. Budget development and monitoring for the various program areas is a shared responsibility of the Assistant Superintendent working in cooperation with other Cabinet staff.

#### **Minimum Qualifications**

1. Possess an appropriate California Administrative Credential.
2. Demonstrate competence in communicating effectively with staff, district personnel, members of the general public, and representatives of other local, state and federal agencies.
3. Possess lengthy and substantial successful education administration including multiple years as a school principal or in a similarly responsible central office administrative capacity.
4. Have developed particular expertise in grant writing and categorical program administration and have familiarity with K-12 and higher education law and governance.
5. Demonstrate strong leadership, organizational, communication, and human relation skills.
6. Possess an advanced degree and experience/training in program and budget planning; staff and curriculum development; staff and program evaluation; and possess a broad knowledge of technology as used in various educational programs for students and staff.

#### **Examples of Duties and Responsibilities**

1. Serves as a primary HCOE liaison with College of the Redwoods and Humboldt State University, and participants in the design, development and implementation of varied inter-segmental and community-based partnerships involving schools, government agencies, and the private sector.
2. Directs all instructional innovation and new program development including the office's Decade of Difference Initiative.
3. Assumes a lead role in the promotion, development and expanded use of technology as a tool for classroom instruction, professional development and public communication.
4. Oversees the office's efforts to provide high quality services in staff development, instructional media and local/regional child care planning and support.

5. Assists with the planning, development, funding and evaluation of all workforce preparation programs sponsored through the county office and by its Regional Occupational Program Department.
6. Supervises and evaluates division personnel and plays a key role in the selection, placement, and professional development planning for every staff member within the division.
7. Coordinates services provided by the HCOE with other county offices in the north coast region to ensure optimum delivery to local schools, staff, and students.
8. Leads and supervises other management personnel as assigned.
9. Recommends new procedures and changes in existing procedures governing the implementation/management of the instructional support programs sponsored by the office.
10. Prepares and manages division budget.
11. Serves as a member of the Superintendent's Cabinet and Leadership Council.
12. Actively engages in an on-going program of professional development to maintain and improve management skills and leadership abilities.
13. Serves as Superintendent's designee when assigned.
14. Performs other duties as assigned.

**Physical Requirements** *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

**Additional Requirements**

Individuals who serve as Assistant Superintendent for Educational Services provides services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

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