



Job Description

POSITION TITLE:	Assistant Superintendent County Operated Schools & Programs (COSP)	#5024
	Administrative Council Salary Schedule Range 03	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree and a valid California Administrative Services Credential. Five years of work experience in educational administration with a district or county office.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Educational Doctorate Degree. Previous work experience in alternative education, child welfare and attendance, regional occupation programs, charter schools, personnel, and foster youth and homeless services.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- supervise, lead, and evaluate staff
- manage and oversee budgets

Knowledge of:

- assigned software
- program evaluation and data collection

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

SUMMARY OF POSITION: Under the direction of the Associate Superintendent of Student Programs and Services, oversee and direct the following major programs: Court and Community School, San Joaquin County Office of Education Charter School Programs, Workforce Development (ROCP/Youthbuild/WorkStart Yes), Foster Youth and Homeless Services, Instructional Technology Programs, Adult Education Programs, Greater Valley Conservation Corps and Print Shop Programs. Lead and Assist with the Charter School approval, appeal, renewal, and material revision process. Oversee the Inter-district and Expulsion Appeal processes.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students and/or staff.
2. Maintain confidentiality on issues concerning program and staff.

3. Supervise and evaluate staff.
4. Facilitate, coordinate, and conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present relevant materials and information concerning department programs, services, operations, and activities; Represent the SJCOE at local, regional, and State meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interprets applicable rules, regulations, codes, policies, procedures, contracts, State and Federal laws, and regulations.
6. Communicate effectively both orally and in writing; analyzes situations accurately and adopts an effective course of action.
7. Negotiate and manage property leases.
8. Implement and support Diversity, Equity and Inclusion initiatives, goals, and objectives throughout programs creating an environment of access and inclusion for students and staff.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. Assume additional duties and responsibilities as necessary assigned by the Associate Superintendent or Superintendent.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

15. Sit and stand for extended periods of time.
16. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
17. Hear and understand speech at normal levels and on the telephone.
18. See and read the computer screen and printed matter with or without vision aids.
19. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
20. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, SJCOE staff, district staff, outside agencies, and the public.

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