



Job Description

POSITION TITLE:	Assistant Superintendent Educational Services	#5023
	Administrative Council Salary Schedule Range 03	

SUMMARY OF POSITION:

Under direction of the Deputy Superintendent of Professional Learning and Support, the Assistant Superintendent of Educational Services serves the Superintendent in the area of responsibility within curriculum and instruction. Provide support and coordination of YOUiversity.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

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

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Previous work experience as a classroom teacher, site administrator, and district office administrator. Possess an Educational Doctorate Degree.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- curriculum, instruction, and assessment
- assigned software
- departments within Education Services: Migrant Education, Early Childhood Education and Support, Teachers College of San Joaquin, Williams Settlement, Comprehensive Health, Student Events/Visual and Performing Arts, Language and Literacy, Continuous Improvement and Support, STEM, History Social Science, Ethnic Studies, Mathematics, State & Federal Programs, and College and Career Readiness
- program evaluation and data collection

Ability to:

- run a meeting successfully
- organize large scale events
- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets

Possess:

- demonstrated 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

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

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. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present 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 interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
13. Develop and implement policies, procedures, rules, and regulations of the Educational Services Division.
14. Serve as a member of the Superintendent's Cabinet and the Administrative Council.
15. Responsible for Countywide School District's Directors of Curriculum meetings.
16. Serve on California County Superintendents' Curriculum and Improvement Steering Committee.
17. Represent San Joaquin County on the California County Superintendents Region 6 Assistant Superintendent's curriculum group.
18. Assume additional duties and responsibilities as necessary assigned by the Superintendent.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Manages one's emotions and those of others effectively.
8. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
9. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
10. Skillfully navigates change with confidence and composure.
11. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
12. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. 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 and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff and the public.

6/23/2024 final sc