SAN MATEO COUNTY OFFICE OF EDUCATION ASSOCIATE SUPERINTENDENT, EDUCATIONAL SERVICES

JOB SUMMARY:

Under the direction of the County Superintendent and the Deputy Superintendent of Educational Services, the Associate Superintendent, Educational Services plans, organizes, manages, and directs the County Office-wide operations and activities of the Educational Services Division; coordinates and directs Division communications, goals, support services, programs, resources and information to meet County Office and school district needs, supervises and evaluates the performance of assigned personnel, and enhances student learning, achievement and educational effectiveness for students in SMCOE programs and countywide.

The Associate Superintendent, Educational Services provides leadership and implements the San Mateo County Office of Education (SMCOE) vision for excellence and equity in education. As a Cabinet level leader, the Associate Superintendent communicates strategic goals within a culture of high expectations for all students, is deeply committed to equity, demonstrates excellent judgment and thoughtful decision-making, takes initiative, and develops trusted and sustainable relationships with district, community, and statewide partners. The Associate Superintendent has a clear understanding of the specific needs of San Mateo county's 23 school districts and helps implement personalized approaches to achieving locally identified goals.

ESSENTIAL DUTIES:

- Contribute to shared leadership decisions regarding SMCOE resources, priorities, program opportunities, and strategies to enhance educational programming and services
- Provide responsive advice and education to administrators, faculty and staff on
 educational issues and trends; monitor national and state educational trends in order to
 forecast the impact of those changes/ trends on the delivery of SMCOE services
- Provide educational leadership, strategic planning and support services to districts and schools in areas related to teaching and learning, student supports, early learning, and leadership development; provide leadership and direction in developing new, innovative, and responsive educational programs and support services; and collaborate with regionale wstrategies and requirements
 - Supervise and evaluate the performance of
 - Interview and select employees and recordisciplinary actions; coordinate work assist with established standards, requirements of established requirements
 - Participate in planning, developing and in and services of the County Office; advise matters related to teaching and learning,

KNOWLEDGE, SKILLS AND ABILITIES: KNOWLEDGE OF:

- Application and interpretation of curriculum standards in General Education, Special Education, Early Learning, and Court & Community Schools
- Principles, practices, and procedures involved in program development, implementation, and administration
- Instructional techniques and strategies related to teaching and learning, including strategies for learners 0-22 years of age
- Principles and practices of long-range and strategic planning in an educational setting
- County Office organization, operations, policies, and objectives
- Technical aspects, services, operations, and activities of special and alternative education programs
- Policies and objectives of assigned programs and activities
- Local, State and Federal standards and requirements governing teaching and learning, school improvement, and teacher and administrator development
- Budget preparation and control
- Principles and practices of administration, supervision, and training
- Applicable laws, codes, regulations, policies, and procedures
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software
- Public relations and speaking techniques

SKILLS AND ABILITY TO:

- Coordinate and direct Division communications, goals, support services, programs, resources, and information to meet County Office and school district needs and enhance student learning, achievement, and educational effectiveness
- Direct the development and implementation of programs, goals, activities, plans, projects, services, standards, strategies, and objectives
- Assure Division goals are aligned with school district needs and requirements
- Provide leadership and direction in developing new, innovative, and responsive educational programs, and support services
- Communicate effectively both orally and in writing
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Supervise and evaluate the performance of assigned personnel
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Prepare and deliver oral presentations
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports, records and files related to assigned activities

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential
- Valid California driver's license

WORKING CONDITIONS:

- Indoor office environment
- Drive a vehicle to conduct work

ENVIRONMENT:

- Indoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment
- Read a variety of materials
- Sit and stand for extended periods of time