

**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 regional wstrategies and requirements
 - Supervise and evaluate the performance of
 - Interview and select employees and record disciplinary actions; coordinate work assignments with established standards, requirements of established requirements
 - Participate in planning, developing and implementing and services of the County Office; advise matters related to teaching and learning, s

KNOWLEDGE, SKILLS AND ABILITIES:
KNOWLEDGE OF:

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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