

# Job Description

Yolo County Office of Education

## Deputy Superintendent

### Purpose Statement

The job of Deputy Superintendent is done for the purpose/s of serving as the Chief Administrative Officer in the absence of the Superintendent and is vested with the authority of the Superintendent to resolve issues related to the day-to-day operations of the County Office of Education. The Deputy Superintendent is responsible for the management/supervision of personnel, programs and functions, goal setting, communicating and decision making.

This job reports to Superintendent

### **Essential Functions**

Acts for the Superintendent in his absence and at various meetings, conferences and function for the purpose of ensuring continuity of operational excellence.

Allocates material and staff resources to schools and offices, assuring their use in the manner and for the purposes intended (e.g. enforces accountability for all disbursements and expenditures, working with and through executive/administrative leadership, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.

Collaborates with a wide variety of internal and external groups (e.g. department heads, district LCAP teams, community organizations, regulatory agencies, etc.) for the purpose of implementing program components, creating long and short term plans, and addressing organizational objectives.

Compiles data from a wide variety of internal and external sources (e.g. surveys essential to meeting the needs and objectives of the County Office, etc.) for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.

Develops program needs based on significant changes in education, current trends, regulations and state-of-the art developments for the purpose of evaluating alternatives, and developing and implementing changes.

Directs the daily operation of the COE system and coordinates programs and services (e.g. use of resources, priorities, program opportunities and methods to enhance the delivery of educational programs and support services to districts and schools, etc.) for the purpose of achieving organizational objectives while complying with established requirements and ensuring efficient implementation an avoidance of duplication or overlap of efforts.

Facilitates or participates in a wide variety of meetings, workshops and seminars (e.g. hears grievances and appeals and may act for the Superintendent on issues such as student transfers, suspensions and grades, employee grievances, evaluations, promotions/demotions, and disciplinary or dismissal actions, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Interprets the philosophy, programs, and policies of the county office to staff, school personnel, and the community (e.g. planning, development, and implementation of Board policies, administrative regulations and strategies for achieving goals, etc.) for the purpose of implementing and maintaining services and/or programs.

Oversees the operation of administrative areas and schools, working with and through executive/administrative leadership for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

Participates in planning, developing, reviewing ad presenting the capital and operating budgets (e.g. monitors operating budget expenditures; reallocates material and staff resources, etc.) for the purpose of addressing the operational needs and educational responsibilities of the district.

Presents information on a wide variety of topics (e.g. presentations to associations, community groups and others regarding county office matters and/or subject or program areas, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.

Researches a wide variety of topics for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.

Responds to complex and critical reports and inquiries from a wide variety of internal and external sources regarding development, implementation and evaluation of assigned programs (e.g. facilitates a collaborative and efficient response to emergency situations such as inclement weather, fire, vandalism, assaults, etc.) for the purpose of identifying relevant issues and recommending or implementing action plans.

Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets and educational initiatives and programs; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; training, developing and supervising staff; interpersonal skills using tact; leading group meetings and collaborative decision processes; and exemplary written and oral communications skills.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; current trends and practices in assigned area; education code; principles of employee development and management; project development, goal attainment and time management; principles of conflict resolution; instructional systems which include curriculum, instruction and assessment components; and current accountability and instructional state initiatives;.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 15% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education (Minimum):** Masters degree in job-related area.

**Equivalency:**

**Required Testing:**  
None Specified

**Certificates and Licenses**  
Administrative Services Credential  
Valid Driver’s License & Evidence of Insurability

**Continuing Educ / Training:**  
Maintains Certificates and/or Licenses

**Clearances**  
Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**  
Exempt

**Approval Date**  
6/21/2017

**Salary Grade**  
132-220