

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
ASSOCIATE SUPERINTENDENT**

DEFINITION:

Under the direction of the County Superintendent, the Associate Superintendent acts in the place of the County Superintendent in his absence on all matters and to provide leadership within the Department and for students, schools, districts and the community.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Provide administrative assistance to the County Superintendent.
- Facilitate implementation of the mission, vision, values, and goals of the Department.
- Provide county office representation on regional and state committees, including professional organizations.
- Oversee and manage grants and new program development.
- Provide leadership and professional development for department managers.
- Work with department managers in planning and coordinating support for school districts.
- Directly supervise and provide leadership to alternative education programs/charter schools for the Department and the county.
- Coordinate, organize and facilitate the implementation and evaluation of assigned programs.
- Oversee, prepare and submit grant proposals to public and private funding sources as required.
- Perform a variety of functions in the area of personnel management including participation in the recruitment, selection, supervision and evaluation of staff.
- Prepare a variety of management and program evaluation reports as required.
- Communicate with administrators, school district personnel, county agencies, state representatives, and others for the purpose of coordinating activities and programs, resolving issues, and exchanging information.
- Build positive working relationships with staff, districts, various community leaders and organizations.
- Drive frequently for Department business.

QUALIFICATIONS:

Any combination of experience and training that would provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Possession of a California Administrative Credential or an out-of-state Administrative Credential and the ability to obtain a California credential within a reasonable period of time.
- Possession of a valid California teaching credential.
- Five years of increasingly responsible central office experience in education including superintendent or assistant superintendent.

- Master's degree in a related field preferred.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Current principles, practices and trends in public education, including Local Control Funding Formula (LCFF) and LCAP.
- School organization, operations, policies, goals and objectives.
- Management principles, fiscal concepts, planning, organizing, allocation of resources, evaluating contract development, negotiations and administration.
- Effective staff development and inservice strategies and programs.

ABILITY TO:

- Demonstrate evidence of broad educational vision and commitment to a high-quality education program.
- Encourage and work respectfully with other staff and maintain professional confidences.
- Supervise programs within the Department.
- Establish and maintain cooperative organizational, public and educational community relationships.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Demonstrate effective communication skills both orally and in writing.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.