

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

DEFINITION:

Serve as the chief administrative officer of the Tehama County Department of Education. Serve as ex-officio secretary for the Tehama County Board of Education.

ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

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.

- To provide services that will give leadership and direction in the development and implementation of the best possible educational programs.
- To provide services and programs for the purpose of maintaining efficient operation of district and county educational programs.
- To operate educational programs if it is not feasible or practical for local districts to do so.
- To jointly operate educational programs with districts.
- To maintain a public information program on educational matters.
- To ensure that all educational programs and activities are operated within the limits and intent of the law.
- To ensure that members of the County Board of Education are fully informed on all matters requiring its attention and action.
- To develop and maintain sound personnel morale, policies, and procedures.
- To improve the quality of Tehama County Department of Education services and programs to the districts.
- To assist school districts implementing educational programs or procedures mandated, requested, or recommended by the State Department of Education.