

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
**JOB DESCRIPTION**  
**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 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.

**PERSONAL CHARACTERISTICS**

- Has high, unquestioned integrity and is honest, fair, compassionate, respectful, approachable, transparent, and trustworthy with the Board, staff, students, and community;
- Works, learns, and leads as a team member, honoring and incorporating the input of others into decision making;
- Maintains a confident, respectful presence in addressing challenges;
- Acts with courage and integrity to resolve problems and reconcile differences, while putting students first;
- Communicates effectively and respectfully with diverse stakeholders by listening and acting to create a climate of trust and transparency;

- Inspires trust, has high levels of self-confidence and optimism, and models high standards of ethics and personal performance;
- Demonstrates strong public and human relations skills, humility and a sense of humor; and,
- Will be personally visible, accessible, and committed to becoming part of the diverse community of Tehama County.

#### PROFESSIONAL SKILLS AND ABILITIES

- Effectively advocates for public education and the TCDE in creative, collaborative ways;
- Builds excellent relationships with legislators and other state, regional, and local decision-makers;
- Exerts leadership with and within the educational community;
- Is an inspiring educational leader who innovates through thoughtful collaboration with staff, County Board and community input to develop a county vision that maintains a focus on student achievement;
- Develops a strong governance team with the Board and provides the Board with timely and accurate information, including alternatives and options, and recommendations to make informed decisions;
- Provides sound and strategic fiscal leadership;
- Operates with a clear understanding of school finance and legal systems, including an ability to effectively oversee, manage, safeguard and identify additional funding to advance the mission of the TCDE;
- Has knowledge and expertise in data-driven strategic planning;
- Has a track record of and demonstrates a commitment to positive and collaborative working relationships with partners and key stakeholders, including employee associations, school districts, community colleges, community agencies, and local businesses in Tehama County;
- Possesses a deep understanding of Special Education Local Plan Area (SELPA) administrative unit responsibilities, and demonstrates a commitment to providing continuing administrative leadership support to the initiatives of the Tehama County and the statewide SELPA;
- Has broad knowledge of the state and federal laws relating to education including, but not limited to, personnel requirements, early childhood programs, alternative programs, special education, and charter schools;
- Has leadership experience and demonstrated success in a diverse community with varying cultural, linguistic, and economic backgrounds;
- Is open to new ideas from staff and encourages staff to take thoughtful risks to achieve our shared mission; and

- Possesses knowledge and experience with Common Core State Standards, Local Control Funding Formula, and Local Control Accountability Plans and has experience in integrating technology with curriculum: diverse knowledge of emerging research and best practices in 0 – 22 education programs.

#### FORMAL EDUCATION, LEADERSHIP EXPERIENCE, AND ACCOMPLISHMENTS

- Demonstrated successfully, progressively responsible leadership in public schools that aligns with the above identified expectations and applicable to the position.
- A minimum of ten (10) years successful administrative experience in public education; at least five (5) years as a superintendent or assistant superintendent. A school principal with regional or multi-school responsibilities may be considered.
- Master's degree, Ph. D. or Ed. D. is desirable.
- Possess a valid California Administrative credential or be eligible to obtain appropriate state certification in a timely manner.
- Residency requirement may be waived.