



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ASSISTANT SUPERINTENDENT, PROGRAMS**

### **DEFINITION:**

Under the direction of the County Superintendent, this position provides leadership and administration of the support and facilitation services required as part of the Local Control Accountability Plan (LCAP) and Differentiated Assistance processes.

### **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 leadership in developing, implementing, and evaluating the overall educational program of TCDE.
- 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.
- Supervise, 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 and federal representatives, and others for the purpose of coordinating activities and programs, resolving issues, and exchanging information.
- Oversee fiscal and budget development and reporting to various state and federal agencies.
- Build positive working relationships with staff, districts, various community leaders and organizations.
- Drive frequently for Department business.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Possession of a valid California Administrative Services Credential or ability to obtain one.
- Extensive, progressively responsible experience in instructional services including direct administration in county office(s) of education or medium or large sized school district(s), preferably at a director level or above.
- Valid California driver license and evidence of insurance is required.

### **KNOWLEDGE OF:**

- Leadership, planning, organization, and direction of overall educational services / district support programs.
- Principles of governmental budgets and expenditure control.
- Principles and practices of leadership and employee supervision.
- Curriculum planning and development.
- Current educational laws, trends, policies and procedures; applicable laws, codes, regulations, policies and procedures.
- Appropriate professional development and facilitation training models and procedures; budget preparation and control.



Tehama County Department of Education  
Job Description  
Assistant Superintendent, Programs

Official:   
Effective: 11/08/2024

- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

ABILITY TO:

- Maintain confidentiality.
- Lead, plan, organize and direct curricular services.
- Provide leadership in planning and development of programs.
- Evaluate complex issues, collaborate with diverse stakeholders, develop sound recommendations, and implement effective course of action.
- Develop and administer budgets related to areas of responsibility and anticipate revenue expenditure needs and changes.
- Communicate effectively both orally and in writing.
- Lead, coach, supervise and evaluate the performance of assigned staff.
- Analyze program activities and implement procedures to improve educational services.
- Provide leadership to plan, organize and direct services and staff functions.
- Identify, define and direct the implementation of goals, objectives, policies and priorities.
- Review and participate in program evaluations and monitoring of reports/data pertaining to assigned services.
- Facilitate data gathering and complete state and federal reports.
- Work collaboratively with others in achieving common goals.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: April 8, 2019 Revised: November 8, 2024

**APPROVED**

Print Name: Noelle DeBortoli Title: Director, Human Resource Services

Signature: 