



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES

### DEFINITION:

Under the direction of the Associate 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.
- Assist the leadership team in long-range planning related to the operation of the county's overall district support programs.
- Administer the activities and services of the county in the areas of LCAP and Differentiated Assistance including planning, research, evaluation and appropriate use of personnel.
- Supervise programs and services related to the Student Achievement Dashboard including evaluation of staff, accountability, leadership and budget management.
- Provide consultation and coordination of services to districts relating for Tier I / Tier II behavior and academic supports including identification of needs, priorities of LCAPs and organization of resources to meet those needs.
- Train, coach, supervise and evaluate assigned staff; interview and select staff and recommend necessary personnel actions according to local, state and federal laws.
- Provide technical expertise, information and assistance in LCAP and Differentiated Assistance matters to TCDE departments and district leadership.
- Work collaboratively with and develop positive relationships with TCDE colleagues, district leadership, school site personnel, other public agencies, community partners and other educational institutions to meet the needs of children and families in the county and region.
- Provide leadership and support to districts in the areas of LCAP and Differentiated Assistance facilitation addressing assessment, accountability, needs identification, plan writing and evaluation, and educational program implementation.
- Direct and coordinate the determination of resource allocation and levels of service according to established protocols and procedures; oversee the preparation and execution of services provided to districts when requested.
- Budget and program management for grants under the control of this position; oversee fiscal and budget development and reporting to various state and federal agencies; negotiate and execute various contracts and Memorandums of Understanding (MOUs); approve payments and travel requests as appropriate.
- Coordinate and collaborate with staff to write and submit applications for both private and public grant funded opportunities as appropriate within the scope of providing enhanced services to districts.
- Utilize current research and information in making decisions and developing facilitation strategies to support districts in student achievement, teacher development, and leadership development.
- Oversee the development, implementation, and evaluation of professional development offerings to meet the needs of districts, school sites, teachers, administrators, and other stakeholder groups in the county and region.
- Monitor effectiveness of programs under position supervision; evaluate results of Differentiated Assistance facilitation activities based on objectives and impact on districts.
- Plan, direct and participate in the delivery and administration of assigned services and programs; confer with district staff and management personnel to identify needs and programs to best support the districts' priorities.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; ensure proper completion of required reports and





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other legal requirements related to LCAP development and facilitation of Differentiated Assistance services to districts requesting support.

- Ensure projects and program requirements are completed in accordance with written contracts and established procedures; ensure written contracts meet legal and other established criteria.
- Maintain professional knowledge through participation in activities of professional organizations and associations at the national, state and local level.
- Represent the county at district and regional meetings as needed or appropriate.
- Drive frequently for department business.
- Perform other duties as assigned at the direction of the Associate Superintendent and/or Superintendent.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Valid California Administrative Services credential.
- Six (6) years' experience in a K-12 classroom environment.
- Three (3) years' experience in an administrative capacity; district or school level preferred.
- Master's degree in education or related field desired.
- Valid California driver's license and evidence of insurance.

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.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- 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.



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**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting, standing and walking for frequent periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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

**TERMS OF EMPLOYMENT:**

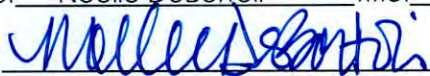
Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: May 8, 2018 Revised: \_\_\_\_\_

**APPROVED**

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

Signature:  Date: 5/8/18