



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ASSOCIATE SUPERINTENDENT

### DEFINITION:

Under the direction of the County Superintendent, this position provides leadership and management for various departments and programs at Tehama County Department of Education. Responsible for representing the County Superintendent in his/her absence on all matters and for providing 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 leadership 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 and federal 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 the ability to obtain one.
- Possession of a valid California teaching credential.
- Five years of increasingly responsible district or county office administrative 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), Local Control Accountability Plan (LCAP) and Differentiated Assistance facilitation.
- Effective management and evaluation strategies.
- School organization, operations, policies, goals and objectives.
- Management principles, fiscal concepts, planning, organizing, allocation of resources, evaluating contract development, organization negotiations and administration.
- Effective staff development and in-service strategies and programs.



Tehama County Department of Education  
Job Description  
Associate Superintendent

**ABILITY TO:**

- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Provide collaborative leadership and an effective management style.
- Demonstrate evidence of broad educational vision and commitment to a high-quality education programs.
- 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 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 most of the time, but may involve walking or standing for brief 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**

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**APPROVED**

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

Signature: 

Date: 6/20/18