

**SAN MATEO COUNTY OFFICE OF EDUCATION
ASSOCIATE SUPERINTENDENT, INSTRUCTIONAL SERVICES DIVISION**

JOB SUMMARY:

Under the direction of the County Superintendent of Schools, the Associate Superintendent, Instructional Services Division, provides leadership in actively implementing the San Mateo County Office of Education (SMCOE) vision for *excellence and equity for every student, every teacher, and every school*. The Associate Superintendent is a Cabinet level leader who communicates strategic goals within a culture of high expectations for all students.

The Associate Superintendent leads, supports, and coordinates the SMCOE Instructional Services teams including Curriculum and Instruction Services, STEAM, Outdoor Education, Early Learning Support Services, Systems for District Improvement, and State and Federal Initiatives. These teams also coordinate support for districts in Differentiated Assistance and provide guidance and approval in the Local Control and Accountability Plan (LCAP) process.

IDEAL CANDIDATE:

We seek an experienced educator who demonstrates courageous leadership, is creative and persistent in problem solving, and deeply committed to realizing improved academic outcomes for all students, especially students who may need alternative approaches and strategic interventions to fully achieve success.

The Associate Superintendent of Instructional Services will engage a variety of stakeholders with exceptional communication skills, manage a talented team of content experts, and inspire and support a collaborative work environment.

Our ideal candidate will have excellent judgment, take initiative, model thoughtful, detailed, and proactive decision-making, and be deeply committed to equity. The candidate will develop a clear understanding of the specific needs of our county's 23 school districts and help implement personalized approaches to achieving locally identified goals.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Participate as a member of the County Superintendent's Cabinet in the overall planning and direction of SMCOE functions and services;
- Contribute to shared leadership decisions regarding SMCOE resources, priorities, program opportunities, and strategies to enhance educational programming and services;
- Provide responsive advice and education to administrators, faculty and staff on educational issues and trends; monitor national and state educational trends in order to forecast the impact of those changes/ trends on the delivery of SMCOE services;
- Develop and support districts as they develop and sustain exemplary PreK-12 educational programs, based on a thorough knowledge and understanding of current

research in curriculum, instruction, assessment and program design in all areas of comprehensive education;

- Provide direction and leadership for the Instructional Services Division and work closely with other divisions, departments, county agencies, and community partners;
- Prepare, maintain, and distribute reports and records as required by federal, state, and local regulations; participate in state and local activities to promote SMCOE's interests in and contributions to instructional initiatives;
- Supervise and evaluate the performance of assigned personnel; interview and select employees; coordinate staff work assignments; review staff work to ensure compliance with established procedures;
- Coordinate the preparation of annual budgets for assigned programs and services; analyze and review budgetary and financial data; control and authorize expenditures;
- Use effective interpersonal skills in external and internal communications and update the County Superintendent, Board of Education, Cabinet, and school leaders on instructional services projects and operational changes;
- Represent the County Superintendent at the California County Superintendents Educational Services Association's (CCESSA) Curriculum Instruction Steering Committee (CISC);
- Perform other related duties as assigned by the County Superintendent

KNOWLEDGE OF:

- State curricula, frameworks, assessments, and state and federal accountability systems;
- Social, emotional, and behavioral needs of students;
- State and Federal legislation and the impact to specific student groups including English Learners, low socio-economic students, foster youth, students with disabilities, and other underperforming student groups;
- The Smarter Balanced Assessment Consortium (SBAC) and the Common Core State Standards;
- California School Dashboard;
- California Multi-Tiered System of Supports (MTSS)

SKILLS AND ABILITIES:

- Develop and maintain positive and collegial relationships;
- Speak and present to groups;
- Facilitate meetings, training programs, and development discussions;
- Synthesize information;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Operate a computer and assigned office equipment;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;

QUALIFICATIONS:

- Required: Master’s Degree (emphasis in Educational Leadership or Organizational Leadership preferred)
- Five (5) years of successful recent experience in curricular leadership, educational services and/or site administration that would provide the required knowledge and abilities
- California Administrative Services Credential
- Experience: Any combination of notable accomplishments in state, district, and school site educational reform with demonstrated results
 - Curriculum and instruction
 - Accountability and Assessment
 - Staff Development
 - Research and Evaluation
 - Teaching
 - Principal/Site Leadership
 - Management

WORKING CONDITIONS:**Environment:**

- Indoor working environment
- Driving a vehicle to conduct work
- Required to work hours beyond normal workday to participate in meetings, conferences, and professional development activities locally and outside the county;
- Periodic travel required

Physical Demands:

Not limited to the following:

- Sit, stand and walk for extended periods of time;
- Ability to exchange information and make presentations;
- Ability to read a variety of materials