

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ASSOCIATE SUPERINTENDENT, STUDENT SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, plan, organize, control and direct the County Office-wide operations and activities of the Student Services Division including Special Education Local Planning Agency (SELPA), Special Education, Regional Occupation Program (ROP), Court & Community Schools, Foster Youth and Student Attendance Review Board (SARB); coordinate and direct Division communications, goals, support services, programs, resources and information to meet County Office and school district needs and enhance student learning, achievement and educational effectiveness; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the County Office-wide operations and activities of the Student Services Division including SELPA, Special Education, ROP, Court & Community Schools, Foster Youth and SARB; establish and maintain Division time lines and priorities; assure related activities comply with established local, State and federal standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct Division communications, goals, support services, programs, resources and information to meet County Office and school district needs and enhance student learning, achievement and educational effectiveness; direct the development and implementation of Student Services programs, goals, activities, plans, projects, services, standards, strategies and objectives; assure Division goals are aligned with school district needs and requirements.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide educational leadership, strategic planning and support services to County districts and schools in areas related to SELPA, Special Education, ROP, Court & Community Schools, SARB and other Division functions; provide leadership and direction in developing new, innovative and responsive educational programs and support services related to Student Services; collaborate with regional and State agencies in providing educational resources and support services.

Participate in planning, developing and implementing the policies, procedures, programs and services of the County Office; advise the Superintendent concerning educational matters related to Student Services; lead the County Office's strategic and long-range planning effort to enhance achievement among special

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education and at-risk students; analyze County Office issues and provide recommendations to the Superintendent concerning appropriate course of action.

Provide consultation and technical expertise to personnel, administrators, school districts, schools, outside agencies and others concerning Division departments, goals, programs and services; respond to inquiries and provide detailed and technical information concerning instruction, curriculum and related standards, requirements, projects, plans, strategies, objectives, issues, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Coordinate and direct Division communications, resources, correspondence and information between County Office administrators, personnel, school districts, outside organizations, community groups, educational institutions, the public and various local and State agencies; assure proper and timely resolution of County Office and school district issues and conflicts related to Student Services departments, programs and services.

Administer and monitor Student Services activities to assure compliance with established curriculum standards and requirements; direct the development of curriculum standards to meet student needs; coordinate activities to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum and assessment standards, and instructional strategies related to special education, ROP and court and community schools.

Monitor and analyze Division operations and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; direct the research, development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the Division

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to Student Services; direct the modification of programs, functions, policies and procedures to meet local, State and federal requirements as appropriate.

Develop and prepare the annual preliminary budget for the Student Services Division; determine budget priorities; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Serve as a member of the Superintendent's cabinet; provide technical information and assistance to the Superintendent regarding Student Services issues, needs, operations and activities.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to projects, accountability, compliance, budgets, strategic planning, schools, budgets, personnel, meetings, mileage, meetings, contracts, CBED, attendance and assigned activities; prepare special reports for the County Board; assure mandated reports are submitted to appropriate governmental agency in accordance with established time lines and requirements.

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Assure adequate resources and personnel to meet Division needs; monitor staffing needs and initiate recruitment activities as appropriate; coordinate activities to assure adequate instructional materials to meet Division needs; coordinate contracts and purchasing activities as needed.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain partnerships with outside agencies to enhance resources and support for Division services.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and committees; present materials and information concerning Division programs, services, operations and activities; represent the Division and County Office at local, regional and State meetings, conferences, boards, seminars and special events.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the Student Services Division including SELPA, Special Education, ROP, Court & Community Schools, Foster Youth and SARB.

Curriculum standards, interpretation and application in Special Education, ROP and Court & Community Schools.

Local, State and federal standards and requirements governing Student Services.

Principles, practices and procedures involved in the development and implementation of educational activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Instructional techniques and strategies related to Special Education, ROP and Court & Community Schools.

Principles and practices of long-range and strategic planning in an educational setting.

County Office organization, operations, policies and objectives.

Problems and concerns of students with special needs.

Technical aspects, services, operations and activities of special and alternative education programs.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, control and direct the County Office-wide operations and activities of the Student Services Division including SELPA, Special Education, ROP, Court & Community Schools, Foster Youth and SARB.

Coordinate and direct Division communications, goals, support services, programs, resources and information to meet County Office and school district needs and enhance student learning, achievement and educational effectiveness.

Supervise and evaluate the performance of assigned personnel.

Direct the development and implementation of Student Services programs, goals, activities, plans, projects, services, standards, strategies and objectives.

Provide consultation concerning Division departments, goals, programs and services.

Assure Division goals are aligned with school district needs and requirements.

Provide leadership and direction in developing new, innovative and responsive educational programs and support services related to Student Services.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Prepare and deliver oral presentations.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and seven years administrative experience working with educational programs and services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.