

## **VENTURA COUNTY OFFICE OF EDUCATION**

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

#### **BASIC FUNCTION:**

Under the direction of the County Superintendent, plan, organize, implement, coordinate, and control educational programs, projects, activities, services, and operations of all education programs including Career and Technical Education, Community and Court schools, Special Education, Special Populations Educational Support, Charter Schools and Student Competitions; hire, train, supervise and evaluate assigned faculty and professional and clerical personnel; run program compliance monitoring and reporting; provide overall direction and technical expertise, information, and assistance to VCOE management and school personnel; develop, monitor, and control comprehensive and complex annual budgets; direct and participate in the formulation and implementation of departmental policies, procedures, and projects; participate in the development and improvement of curriculum and instruction; plan, develop, and/or participate with in-service training; represent the schools at various local and State meetings and conferences.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, implement, coordinate, and control educational programs, projects, activities, services, and operations of Career and Technical Education, Community and Court Schools, Special Education, Special Populations Educational Support, Charter Schools and Student Competitions; assure proper staffing and allocate personnel and resources to optimize efficiency, effectiveness, and safety of students and staff;

Recruit, hire, train, prioritize and assign work, and supervise assigned faculty and professional and clerical staff; evaluate the performance of assigned staff; recommend promotions, transfers, reassignments, terminations and disciplinary actions; assure compliance with personnel policies;

Provide overall direction and technical expertise, information, and assistance to VCOE management and school personnel regarding assigned schools and operations; advise the Superintendent and Associate Superintendents of emerging trends or issues and recommend appropriate corrective action;

Develop, monitor, and control comprehensive and complex annual budgets; analyze and review budgetary and financial data; meet with in-house managers and business personnel to discuss budgets and expenditures; control and authorize expenditures in accordance with established guidelines and limitations;

Participate regularly in the development and improvement of curriculum and instruction for the schools; plan and participate in curriculum development and improvement meetings and activities with school staff; preview educational materials and remain current on instructional strategies and theories;

Plan for, and design, vocational programs; review economic forecasts and meet with employers from the public and private sectors, private industry, and community vendors to discuss employment relationships related to Career Education programs and participants;

Direct and participate in the formulation and implementation of departmental and school policies, procedures, and projects; implement Board policies and legal mandates; plan, organize and implement short- and long-term programs and activities designed to develop and promote the objectives of the Superintendent; control revisions of policies and timelines;

Plan, develop, and/or participate with in-service training; represent the programs/schools at various local and State meetings and activities; develop and deliver oral and written reports, recommendations and presentations to committees, agencies, and boards;

Communicate with administrators, school district personnel, parents, and outside agencies to plan, develop, coordinate, and manage school activities and programs, to resolve issues and conflicts, and to exchange information;

Visit classrooms to interact with students and staff and to observe instructional processes to assure compliance with standards and objectives; provide information and guidance as appropriate or required;

Direct and assist with the preparation and maintenance of a variety of narrative, attendance, statistical, and financial reports, records and files related to programs/schools; plan, develop, and complete periodic reports and grant applications;

Responsibility and development of local accountability plans;

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization and direction of a complex and comprehensive department to provide educational and vocational programs and services to students;

Budget preparation, monitoring, and control;

Principles and practices of administration, supervision and training;

Policies, objectives, programs, and activities of the County Offices of Education;

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures;

General educational and curriculum issues and requirements related to Special Education and vocational education programs;

Current labor market characteristics and trends, including employment projections, wage and salary information, occupational classifications, working conditions, and physical demands;

VCOE organization, operations, policies and objectives;

State curriculum frameworks;

Student discipline and management including restorative approaches, positive interventions, and trauma-informed practices; search and seizure practices and related legal restrictions;

Interpersonal skills using tact, patience and courtesy;

Oral and written communication skills.

#### **ABILITY TO:**

Plan, organize, implement, coordinate, and control educational programs, projects, activities,

services, and operations of programs/schools;  
Supervise and evaluate assigned faculty and professional and clerical personnel;  
Provide overall direction and technical expertise, information, and assistance to VCOE management and school personnel;  
Develop, monitor, and control comprehensive and complex annual budgets;  
Direct and participate in the formulation and implementation of departmental policies, procedures, and projects;  
Train, supervise and evaluate the performance of assigned staff;  
Develop short- and long-range goals and objectives;  
Prioritize and schedule work;  
Participate in the development and improvement of curriculum and instruction;  
Plan and develop in-service training and deliver oral presentations;  
Represent the schools at various local and State meetings and conferences;  
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;  
Maintain current knowledge of program rules, regulations, requirements, and restrictions;  
Analyze situations accurately and adopt an effective course of action;  
Meet schedules and time lines;  
Prepare comprehensive narrative and statistical reports and oral presentations;  
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files;  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Master's degree in education, administration, or related field; seven years administrative experience related to instruction, professional development and educational leadership; five years teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Credential and Teaching Credential; valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Is subject to inside environmental conditions; subject to driving to County sites to conduct work; May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings; May be required to work evenings or weekends.

**PHYSICAL ABILITIES:**

Perform work that is primarily sedentary; sitting for extended periods of time, hearing and speaking to communicate and exchange information, walking, seeing to observe accuracy of reports and documents, and dexterity of hands and fingers to operate office equipment.

Should an applicant require reasonable accommodation, the Ventura County Office of Education Office will consider that upon request.