**VENTURA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: ASSOCIATE SUPERINTENDENT, EDUCATIONAL SERVICES**

**BASIC FUNCTION:**
Under the direction of the Superintendent, create, organize, implement, and provide overall direction and support to a variety of programs and services for the Ventura County Office of Education (VCOE) related to delivery of direct services to districts, schools and students, curriculum, instruction, assessment, and state and federal accountability; provide direct assistance, technical expertise and information to VCOE and County School District Administrators; develop and implement policies and procedures affecting assigned services and program areas; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:**
Plan, organize, control, and provide overall direction to major organizational units to assure the proper delivery of programs, projects, activities, and services, including but not limited to District Support and Accountability, Early Childhood, After School Program Technical Assistance, and Educator Support Services assure responsiveness to VCOE objectives and priorities;

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

Provide technical expertise and information regarding assigned functions; formulate, develop, and implement policies and procedures affecting assigned functional or program areas; plan, develop, and recommend programs, goals and objectives for assigned branches and departments;

Communicate with Directors, administrative staff, and other VCOE personnel to coordinate activities and programs to assist with decisions having fiscal impact; to assure the smooth and efficient delivery of services, to resolve issues and conflicts, and to exchange information; conduct staff meetings to communicate ideas and resolve issues;

Participate as a member of the Superintendent's Cabinet in the overall planning and direction of VCOE functions and services; collaborate with other Cabinet members to assist carrying out the goals of VCOE; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of direct educational programs and services;

Direct the preparation of records, files, and comprehensive and complex reports related to assigned programs, services, and activities;

Coordinate the preparation of the annual preliminary budget for assigned programs and services; collaborate with the Deputy Superintendent regarding budget priorities in connection with the VCOE budget; analyze and review budgetary and financial data; control and authorize expenditures;

Promote, communicate, and support regional and state-wide programs and services through regional planning, participation in state-wide committees and, through implementation of meetings and events.

Represent the assigned programs and services to VCOE as well as local, state, and federal agencies and officials; make presentations to associations, community groups, and the media regarding VCOE matters related to assigned programs and services;

Attend local, state, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas;

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Applicable sections of State Education Code and other applicable codes, laws, rules, and regulations related to assigned activities;
Federal, State, local, and Board policies;
Policies and objectives of assigned programs, services, and activities;
Principles and practices of administration, supervision, and professional learning;
Public speaking and presentation techniques;
VCOE organization, operations, policies, and objectives;
Interpersonal skills using tact, patience, and courtesy;
General personnel administration practices;
Organization of instructional programs, theories, practices of instruction, including adult learning theories;
Board policy development procedures and requirements;
Budget preparation and control;

ABILITY TO:
Plan, organize, implement, support, and control a variety of assigned programs and services including professional development, accountability support to districts and schools, early childhood programs and leadership development;
Direct and participate in the development of policies, procedures, and programmatic decisions;
Interpret and apply provisions of State Education Code and various regulatory agencies;
Provide direct assistance and technical expertise and information to Administrators, VCOE personnel, local school districts, and associated organizations;
Assemble and analyze complex data and situations accurately, facilitate decision-making, make appropriate recommendations in narrative or statistical formats and adopt an effective course of action;
Plan, prepare and implement innovative actions;
Prepare and deliver oral and written presentations;
Train, supervise and evaluate personnel;
Interpret, develop, apply, and explain complex rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;

Lead group meetings and collaborative decision processes.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: Master's degree in education, administration, or related field and seven years responsible administrative experience related to instruction, professional development and educational leadership.

**LICENSES AND OTHER REQUIREMENTS:**
Administrative Credential; valid California driver's license.

**WORKING CONDITIONS:**

ENVIRONMENT:
Is subject to inside environmental conditions; subject to driving to conduct work, may be required to use personal vehicle in the course of employment; 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:
Require vision (which may be corrected) to read small print, require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required, hearing and speaking to exchange information and to conduct presentations, sitting and standing for extended periods of time, and dexterity of hands and fingers to operate computer equipment.

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