

**SAN MATEO COUNTY OFFICE OF EDUCATION  
ASSOCIATE SUPERINTENDENT, EDUCATIONAL SERVICES**

**JOB SUMMARY:**

Under the direction of the County Superintendent and the Deputy Superintendent of Educational Services, the Associate Superintendent, Educational Services plans, organizes, manages, and directs the County Office-wide operations and activities of the Educational Services Division; coordinates and directs Division communications, goals, support services, programs, resources and information to meet County Office and school district needs, supervises and evaluates the performance of assigned personnel, and enhances student learning, achievement and educational effectiveness for students in SMCOE programs and countywide.

The Associate Superintendent, Educational Services provides leadership and implements the San Mateo County Office of Education (SMCOE) vision for excellence and equity in education. As a Cabinet level leader, the Associate Superintendent communicates strategic goals within a culture of high expectations for all students, is deeply committed to equity, demonstrates excellent judgment and thoughtful decision-making, takes initiative, and develops trusted and sustainable relationships with district, community, and statewide partners. The Associate Superintendent has a clear understanding of the specific needs of San Mateo county's 23 school districts and helps implement personalized approaches to achieving locally identified goals.

**ESSENTIAL DUTIES:**

- 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
- Provide educational leadership, strategic planning and support services to districts and schools in areas related to teaching and learning, student supports, early learning, and leadership development; provide leadership and direction in developing new, innovative, and responsive educational programs and support services; and collaborate with regional and State agencies and partners, including relevant committees through the California County Superintendent's Education Association (CCSESA)
- 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 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 work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements
- Participate in planning, developing and implementing the policies, procedures, programs and services of the County Office; advise the Superintendent concerning educational matters related to teaching and learning, student supports, early learning, and leadership

development; 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
- Administer and monitor Educational 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 understanding of educational practices, instructional material guidelines and requirements, curriculum and assessment standards, and instructional strategies related to special education, 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; direct the modification of programs, functions, policies and procedures to meet local, State and federal requirements as appropriate
- Serve as a member of the Superintendent's cabinet; provide technical information and assistance to the Superintendent regarding teaching and learning, student support services, early learning, and teacher and administrator development
- Direct and participate in the preparation and maintenance of records, reports and files related to projects, accountability, compliance, budgets, strategic planning, schools, budgets, personnel, meetings, mileage, meetings, contracts, attendance and assigned activities; prepare special reports for the County Board; assure mandated reports are submitted in accordance with established time lines and requirements
- 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 build community relationships, enhance resources and support for Division services
- Operate a variety of office equipment including a computer, assigned software, and a cell phone or other mobile device; 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
- Perform related duties as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **KNOWLEDGE OF:**

- Application and interpretation of curriculum standards in General Education, Special Education, Early Learning, and Court & Community Schools
- Principles, practices, and procedures involved in program development, implementation, and administration
- Instructional techniques and strategies related to teaching and learning, including strategies for learners 0-22 years of age
- Principles and practices of long-range and strategic planning in an educational setting
- County Office organization, operations, policies, and objectives
- Technical aspects, services, operations, and activities of special and alternative education programs
- Policies and objectives of assigned programs and activities
- Local, State and Federal standards and requirements governing teaching and learning, school improvement, and teacher and administrator development
- Budget preparation and control
- 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

### **SKILLS AND ABILITY TO:**

- 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 programs, goals, activities, plans, projects, services, standards, strategies, and objectives
- 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
- 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
- Supervise and evaluate the performance of assigned personnel
- 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

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Administrative Services Credential
- Valid California driver's license

**WORKING CONDITIONS:**

- Indoor office environment
- Drive a vehicle to conduct work

**ENVIRONMENT:**

- Indoor work environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Use and manipulate a computer keyboard and other office equipment
- Read a variety of materials
- Sit and stand for extended periods of time