

Job Summary:

The job of Assistant Superintendent - Instructional Services is done for the purpose/s of developing, coordinating, and maximizing services related to curriculum and instruction that are provided to school districts in Tulare County. The individual holding the position oversees the following service units within the Tulare County Office of Education (TCOE): Child Care Educational Programs, CHOICES (youth development and prevention programs), Educational Resource Services, Impact Center (Multimedia Theater and Sam Pena Planetarium), Migrant Education Program-Region VIII, School Health Programs, Clemmie Gill School of Science and Conservation (SCICON), School to Career, Services for Education and Employment (SEE) including La Sierra Charter High School, Teacher Induction Programs (TIP), and the Theater Company.

Essential Functions:

- ▶ Acts as a role model for the purpose of nurturing the desired manner of interaction with others, values placed on people and ideas, and priorities.
- ▶ Attends regional, state, and national meetings for the purpose of facilitating the work of the division and representing TCOE.
- ▶ Conducts meetings for the purpose of facilitating the work of the division.
- ▶ Confers with clients and colleagues for the purpose of identifying needs, direction, and potential partners in the work of TCOE.
- ▶ Coordinates work between TCOE and other entities for the purpose of maximizing human and fiscal resources.
- ▶ Develops an environment for the purpose of encouraging employees and clients to be willing and able to identify needs; crafting and carrying out solutions and responses; and evaluating results in an ongoing cycle of renewal.
- ▶ Develops programs, policies and procedures for the purpose of compliance with state and federal laws and regulations.
- ▶ Develops/manages budgets for the purpose of operating the division.
- ▶ Focuses on research and reality for the purpose of helping colleagues and clients use new information to continue a renewal cycle which is responsive to the needs of our ultimate (end-user) clients, students and community.
- ▶ Functions as the linking pin for the purpose of connecting client groups and interest groups that the office serves.
- ▶ Monitors programs for the purpose of evaluating their effectiveness and determining appropriate changes and/or improvements.
- ▶ Prepares reports and studies for the purpose of providing information to the superintendent, other staff and the public.
- ▶ Provides leadership for the purpose of delivering appropriate curriculum and instruction services to clients.
- ▶ Provides professional development for division staff for the purpose of increasing necessary knowledge and skills of division staff in order to provide quality services to clients.
- ▶ Provides technical assistance for the purpose of assisting clients to be in compliance with, and accomplish quality implementation of, local, state and national initiatives.
- ▶ Researches various information (e.g., Education Code, legal decisions, etc.) for the purpose of analyzing potential implications, making recommendations and/or addressing a variety of other administrative needs.
- ▶ Responds to inquiries, complaints and concerns from the general public, school district personnel, community organizations and staff for the purpose of providing information and resolving issues of concern.
- ▶ Scans internal and external environments for the purpose of anticipating needed services and support for both internal and external clients.
- ▶ Supervises/evaluates personnel for the purpose of providing feedback on performance and coaching employees.
- ▶ Supports the superintendent for the purpose of providing assistance with his/her administrative functions.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - utilize Microsoft Office Suite software;
 - utilize presentation software and equipment;
 - communicate effectively orally, and in writing;
 - design, implement and evaluate services and programs;
 - develop policy supporting regulations and procedures;
 - develop and monitor budgets;
 - problem solve;
 - delegate tasks and responsibilities;
 - identify qualified candidates to be hired;
 - communicate via telephone with or without accommodation;
 - drive an automobile;
 - manage personnel and programs.
- ▶ **Knowledge of:**
 - Current research re: education in general and specifically, curriculum and instruction;
 - Tulare County Office of Education policies and regulations;
 - California Education and Administrative Codes;
 - federal education policies and regulations;
 - California content standards and assessments;
 - current methods of personnel management and supervision;
 - group dynamics and organizational development theories.
- ▶ **Ability to:**
 - bring a group to consensus;
 - anticipate client needs;
 - conduct and facilitate meetings;
 - supervise and coach individuals;
 - assimilate and synthesize volumes of information and data;
 - forecast impact of trends on organization and clients;
 - work with diverse people;
 - speak comfortably and extemporaneously in front of groups;
 - nurture cooperation and collaboration among people;
 - travel frequently;
 - utilize technology to maximize personal productivity;
 - manage programs;
 - communicate effectively, orally, and in writing;
 - design, implement and evaluate services and programs;
 - develop policy supporting regulations and procedures;
 - develop and monitor budgets;
 - provide cognitive coaching.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing.

Experience Required:

- ▶ Job related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- ▶ Masters Degree in job related area.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Valid California Administrative Credential.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.