



**Orange County Department of Education  
Human Resources Department  
Certificated Management Class Specification**

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**Associate Superintendent, Educational Services**

**Class Code: 1524  
Work Days: 225**

**GENERAL PURPOSE**

Plan, direct, manage, control, and provide strategic leadership for the activities and operations of Educational Services including the direction and promotion of educational programs and policies; coordinate activities with other divisions and outside agencies; and provide highly responsible and complex administrative support to the organization. Act as a senior level Cabinet member providing direct support to the Chief Academic Officer in a variety of capacities including, but not limited to, working with outside agencies, professional organizations, and the Board of Education as needed.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from Chief Academic Officer.
2. Exercises direct supervision over management, professional, supervisory, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Assume full management responsibility for all Educational Services activities including the direction and promotion of educational programs and policies; recommend and administer policies and procedures.
  2. Manage the development and implementation of Educational Services goals, objectives, policies, and priorities for each assigned service area; establish, within Department of Education policy, appropriate service and staffing levels; allocate resources accordingly.
  3. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
  4. Represent Educational Services to other divisions and outside agencies; explain, justify, and promote programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

5. Provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
6. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
7. Direct the development and administration of the budget; forecast additional funds needed for staffing, equipment, materials, and supplies; coordinate the monitoring of and approve expenditures; recommend budgetary adjustments as necessary.
8. Serve as a senior level member of Cabinet supporting fellow Cabinet members and their Division activities and operations as needed.
9. Provide direct support and assistance to the Chief Academic Officer in organizational matters of higher levels of complexity and/or sensitivity.
10. Review educational facilities, leases, and contracts to determine expansion, guidelines, master plan improvements, inventory requirements, utilization, and flexibility.
11. Represent the Department as an advocate for educational services issues before the Senate Legislature, State Department of Education, State Board of Education, and various organizations, commissions, and institutions of higher education; review, interpret, and develop legislation relative to Educational services as required.
12. Act as liaison for various school districts, the California Department of Education, and the State Legislature.
13. Provide leadership to the Assistant Superintendents and directors of curriculum and instruction from local districts in the development of local standards, implementation of standards based curriculum, and assessment of student progress.
14. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new research, trends, and innovations in the field of Educational services.
15. Respond to and resolve difficult and sensitive inquiries and complaints.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Operational characteristics, services, and activities of a comprehensive educational services program.
2. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
3. Modern and complex principles and practices of program development and administration.
4. Advanced principles and practices of budget preparation and administration.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.

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**Knowledge of (cont.):**

6. California Education Code, Administrative Code, Government Code and the policies, rules, and regulations of county school offices.
7. Pertinent federal, state, and local laws, codes, and regulations.
8. Process and procedures of state governmental agencies and legislative bodies.

**Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
2. Provide administrative and professional leadership and direction for the Educational Services Division.
3. Identify and respond to community issues, concerns, and needs.
4. Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Educational services.
5. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
8. Prepare clear and concise administrative and financial reports.
9. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work including Board of Education members and other appointed or elected officials, community groups, and the general public.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Master's degree from an accredited college or university with major course work in education including training in education, public administration, or a related field and seven years of responsible experience managing multi-faceted school operations including two years of supervisory experience and two years of service in district or county level administration.

**Licenses; Certificates; Special Requirements:**

A valid California Administrative Credential.

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## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure. Program needs may require work in the evening and/or weekend hours.

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