

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

601 North E Street, San Bernardino, CA 92410-3093 • Ted Alejandre, County Superintendent

ASSISTANT SUPERINTENDENT STUDENT SERVICES

SALARY:	\$192,833.28 – \$215,979.84 Annually (Range 650)
LENGTH OF SERVICE:	228 Days per year
HEALTH & WELFARE:	Benefits Package (Medical, Vision, Dental & Life) Employer pays annually up to: \$16,221.12 Kaiser Permanente – or - \$17,204.16 Blue Shield (Rates apply to 2019-2020 school year only)
APPLICATION DEADLINE:	May 22, 2020, 5:00 p.m.
LOCATION:	Student Services, San Bernardino

POSITION DESCRIPTION

Under the direction of the Superintendent, the Assistant Superintendent, Student Services is responsible for the San Bernardino County Superintendent of Schools state preschool, special education and alternative education instructional services programs. The Assistant Superintendent formulates and evaluates operations, policies and procedures; establishes and monitors the implementation of goals, objectives and priorities; develops, monitors and evaluates branch budgets and expenditures; interprets and applies local, state and/or federal legislation, requirements and standards to instructional programs and services; and provides recommendations to the Superintendent.

ESSENTIAL JOB FUNCTIONS

- Formulates and evaluates operations, policies and procedures;
- Administers the development, implementation and management of state preschool, special and alternative education instructional programs and services;
- Establishes priorities, goals and strategies for the development and delivery of instructional programs and services;
- Interprets and applies local, state and/or federal legislation, requirements and standards to instructional programs and services.
- Develops, monitors and evaluates branch budgets and expenditures;
- Attends state, regional and local meetings as a representative of the County Superintendent;
- Confers and collaborates with local, regional and state representatives in the development, implementation and maintenance of state preschool and special and alternative education programs and services;
- Advises districts, legislators, the County Superintendent and others regarding laws, regulations, policies and procedures;
- Provides recommendations to the Superintendent;
- Supervises and evaluates classified and certificated staff;
- Other duties as assigned.

JOB REQUIREMENTS

Experience managing and administering state preschool, alternative and special education programs; establishing instructional programs and services priorities, goals and strategies; interpreting and applying local, state and/or federal legislation, requirements and standards to instructional programs; supervising professional and/or management staff; supervising and evaluating classified and certificated staff; developing, monitoring and evaluating branch budgets and expenditures;

Skill establishing procedures and priorities; budget development and monitoring; and evaluating and implementing processes and systems.

Knowledge of state preschool, special and alternative educational curriculum; organizational change processes; laws and regulations affecting alternative education, special education and state preschool student services programs.

Ability to analyze, interpret and apply laws and regulations; establish and manage department priorities, processes and procedures; work independently; establish and maintain project deadlines; manage multiple projects; work with a variety of individuals and groups; communicate orally and in writing; travel to various locations;

Physical Abilities include extended periods of sitting, standing and walking; pushing, pulling; reaching, twisting, turning, bending, and stooping; speaking and hearing, and fine manual dexterity. Specific visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, field of vision and ability to adjust focus. (The job is performed under minimal temperature variations, in a generally hazard free environment and clean atmosphere. Exposure to hostile or abusive individuals is possible.)

MINIMUM QUALIFICATIONS

- Master's degree in educational administration, public administration or a closely related field from a regionally accredited institution;
- Possession of a valid California Administrative Services Credential;
- Three (3) years of experience as a director **or** three (3) years of experience as an assistant superintendent of student services in public education;

DESIRED QUALIFICATIONS

- Three (3) years of experience as a school site administrator;
- Experience as a special education and/or alternative education teacher or administrator;
- Doctorate's degree in education administration or a closely related field from a regionally accredited institution.

NECESSARY MATERIALS FOR APPLICATION

- **Completed Ed-Join online application (all fields must be completed);**
- **Letter of application/introduction outlining skills and abilities related to this position;**
- **Current resume;**
- **Copy of valid California Administrative Credential;**
- **Official transcripts or copy of master's degree(s);**
- **Three (3) current Letters of reference (dated and signed within three years).**

Applicants must meet the minimum qualifications and submit all the necessary materials online by the deadline date for further consideration.

APPLICATION PROCESS: Contact Penny Pyle, ppyle@leadershipassociates.org for application information. All applications must be submitted through Leadership Associates.

The County Superintendent of Schools recognizes that the County Superintendent of Schools Office has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations. The County Superintendent of Schools does not discriminate on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, immigration status, ancestry, national origin, religion, colour, mental or physical disability, age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which the application was made.

State law requires all our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.