

July 21, 2020

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

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

**ASSISTANT SUPERINTENDENT
Education Support Services (ESS)**

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: \$16,202.64 Kaiser Permanente – or - \$18,452.04 Blue Shield (Rates apply to 2020-2021 school year only)
APPLICATION DEADLINE:	August 21, 2020 (5:00 p.m. PST)
LOCATION:	Education Support Services, San Bernardino

The San Bernardino County Superintendent of Schools is seeking a highly qualified administrator to serve as Assistant Superintendent, Education Support Services (ESS). This position will design, implement and manage a variety of curricular and instructional programs and services in a manner that is consistent with the philosophy, goals and objectives of the San Bernardino County Superintendent of Schools Office. The philosophy of the organization requires a Cradle to Career, equity and reaching every learner focus, a high degree of knowledge in transformative curriculum and instruction, professional development, and technical assistance. The position also requires commitment to stakeholder partnerships, to relationship building, to using data to build equitable systems, and to employing collective impact approaches to support children Cradle to Career (PreK-16/Career). The candidate will have demonstrated successful experience administering transformative education programs at a public school (district, county office of education, college or university), show evidence of a high degree of instructional leadership ability, display excellent interpersonal skills, and be driven by a commitment to service excellence.

POSITION DESCRIPTION

The Assistant Superintendent, ESS is a Cabinet-level executive position, reporting directly to the County Superintendent. The Assistant Superintendent will direct the activities of the San Bernardino County Superintendent of Schools ESS Branch which includes the following Departments and Units: Curriculum/Instruction and Academic Enrichment Department, including PBIS/MTSS, Math, Early Literacy and Language Arts, Science, Civic Education, Visual and Performing Arts, Early Childhood Development, Expanded Learning Units; LCAP Support and Advisory Services Department, including LCAP Support, Family Engagement Unit; AVID and College Success Department; and Assistant Superintendent's Units in Administrative Leadership, Data Analytics and Assessment, Research, and Evaluation, and Operations Management.

ESSENTIAL JOB FUNCTIONS

- Organizes systems, policies and procedures to ensure the delivery of effective and efficient instructional services and programs for the county office, local educational agencies and the community;
- Administers the development, implementation and management of a variety of equity driven, preK-16 instructional programs and services for both live and remote/distant environments;
- Builds strong, trusting relationships with districts and schools, local community-based organizations, colleges and universities, as well as regional and state partners;
- Convenes leadership groups focused on critical education issues of transformative education, climate and culture, equity, distance and remote learning, and more;
- Builds and maintains grant, project, and research partnerships with districts, community groups, local government agencies and colleges and universities;

- Oversees LCAP, Differentiated Assistance, Comprehensive School Improvement, English Learner, and state and federal project support and technical assistance;
- Oversees AVID and College Success programs and data use to build college going and persistence rates;
- Continuously oversees development of the SBCSS Open Data Portal and the resources in the Cradle to Career interactive website, in partnership with other SBCSS Branches;
- Collaborates with other SBCSS Branches and shares in leading SBCSS organizational capacity building
- Collaborates with the Assistant Superintendents in other counties and regions, as well as with state agencies on issues of curriculum and instruction and participates in the statewide system of support;
- Oversees SBCSS co-leadership of the statewide Community Engagement Initiative
- Provides districts with current and relevant information using multiple social media pathways;
- Oversees delivery of professional development for district and site leaders, teachers, aides, family engagement participants in support of equity for students of color, low-income, English learners
- Establishes priorities, policies, procedures, goals and strategies for the development and delivery of evidence-based, best practices for transformative education programs and services;
- Ensures that assigned programs and service systems operate in accordance with local, state and/or federal requirements and standards;
- Oversees the development and management of program budgets;
- Interprets and applies existing and proposed legislation, regulations and policies;
- Attends state, regional and local meetings as a representative of the County Superintendent and/or an advocate of districts;
- Confers and collaborates with local, regional and state representatives in the development, implementation and maintenance of laws and programs affecting assigned program areas;
- Advises districts, legislators, the County Superintendent and others regarding laws, regulations, policies and procedures affecting assigned program areas;
- Trains, supervises and evaluates staff;
- Other duties as assigned.

JOB REQUIREMENTS

Experience as a public school, district, or county office administrator; designing and delivering curriculum and/or staff development programs; analyzing standards/assessment data; implementing and monitoring school improvement and reform efforts; supervising professional and/or management staff;

Skill establishing procedures and priorities; developing and coordinating curriculum and instructional strategies as they pertain to standards, assessment, and accountability; using technology to enhance student performance; facilitating group processes; researching teaching and learning models to support/sustain achievement;

Knowledge of emerging technologies; local and national resources; state and local laws, codes, regulations, and requirements related to curriculum, instruction, assessment and accountability; curriculum and instruction; California academic standards; assessment techniques and methods used in educational accountability systems; research methodology; pedagogical principles and practices in teaching and learning for students, educators, and parents;

Ability to train and supervise staff; 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 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

- Successful experience supervising or administering curriculum/instructional programs for a public school district or County office of education;
- Experience as a school site administrator;
- Experience as a Director or Cabinet level administrator in a public school district or county office of education;
- Experience in managing categorical and grant funds;
- Possession of a valid California Teaching credential **and** valid California Administrative Services Credential;
- Master's degree in educational administration or a closely related field from a regionally accredited institution;

DESIRED QUALIFICATIONS

- Possession of a Doctorate's degree;
- Knowledge and experience with the integration of technology systems into instructional programs

NECESSARY MATERIALS FOR APPLICATION

- Letter of Application/introduction outlining skills and abilities relating to this position;
- Completed Leadership Associates application (incomplete applications will not be considered.);
- Current resume;
- Three (3) current letters of reference (dated and signed within the last year).

Please note: Should you become a finalist, you will also be required to submit a copy of your valid California Teaching credential, Administrative Services Credential and proof of master's degree;

All application materials must be received by the stated deadline for further consideration.

INSTRUCTIONS FOR APPLYING

For application instructions, please visit the Leadership Associates Active Searches webpage at (www.leadershipassociates.org/active_searches) and select the listing for this position.

For general information, contact:
Penny Pyle, Executive Assistant
Leadership Associates
ppyle@leadershipassociates.org

This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, genetics, 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 application been made.

All employment offers are made contingent upon ability to pass a pre-placement physical examination. State law requires all of 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. Therefore, if hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S. An Equal Opportunity Employer.