

**Amador County Office of Education**  
**DEPUTY SUPERINTENDENT**

**REPORTS TO:**

The Deputy Superintendent reports directly to the Amador County Office of Education (ACOE) Superintendent of Schools.

**BASIC FUNCTION / JOB DESCRIPTION:**

Under the direction of the County Superintendent of Schools, the Deputy Superintendent acts on behalf of, and represents the County Superintendent in directing the implementation of the ACOE and the Amador Unified School District (ACUSD) plans, policies, programs, and services. The Deputy Superintendent is the leader responsible for overseeing and aligning critical administrative functions, processes, and special projects that engage multiple divisions in the absence of the County Superintendent. Working with the County Superintendent, the Deputy Superintendent carries out the responsibilities of planning, directing, implementing, and achieving the ACOE and the ACUSD strategic goals and objectives. The Deputy Superintendent is the second-in-charge of the ACOE and the ACUSD.

**ESSENTIAL FUNCTIONS:**

Leadership and Management

- Represent and promote the ACOE and the ACUSD mission with integrity, commitment, and distinguished leadership;
- Support Cabinet senior management in fulfilling the goals of their division and of the ACOE and ACUSD;
- Assist the County Superintendent in the annual goal setting for Cabinet senior management;
- Serve as representative at various meetings, conferences and public events as needed;
- Serve on internal and external committees and represent the County Superintendent as needed;
- Act on behalf of the Superintendent at various meetings, conferences and functions as assigned;
- Make presentations and speak to groups and audiences regarding ACOE and ACUSD activities and operations as needed;
- Maintain communication with the County Superintendent of Schools that is timely, accurate, and proactive;
- Ensure open communication and dialog throughout all levels of the ACOE and the ACUSD, working to support all administrative functions and needs;
- Serve as a member of the ACOE and the ACUSD negotiations team and collaborate with Directors and administrators to review, analyze and determine appropriate response to collective bargaining issues;
- Assist the County Superintendent in preparing for Cabinet, Leadership Team, and Board meetings;
- Serve as the Secretary to the Board in the absence of the Superintendent;
- Lead review, development, and implementation of policies, administrative regulations, and procedures to provide effective delivery of all ACOE and ACUSD operations and functions and ensure effective, system-wide communication and implementation of policies, administrative regulations, and procedures;
- Participate in the development of the ACOE and the ACUSD budget to assure proper allocations, fund disbursement, fiscal solvency, compliance with legal requirements, and support of the ACOE and the ACUSD mission;
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, ACOE and ACUSD Board Policies, Superintendent Policies and Administrative regulations;
- Evaluate administrative staff assigned;
- Attend Board meetings and monitor action items for follow-up.

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**OTHER DUTIES:**

- The Deputy Superintendent will also serve as one of the following:
  - Assistant Superintendent, Business Services/CBO
  - Assistant Superintendent, Education Services
  - Assistant Superintendent, Human Resources
  - Assistant Superintendent, Special Education/SELPA
- Perform other job-related duties as required.

**GENERAL QUALIFICATIONS:**

Knowledge and demonstration of:

- Collaborative leadership principles, and practices;
- ACOE and ACUSD Policies and Administrative Regulations and procedures;
- California State Education Code and other applicable laws, codes, regulations;
- Planning, organizing and directing of student and education service functions and operations;
- ACOE and ACUSD organization and operations;
- Emergency Procedures and response;
- Principles and best practices of administration, supervision and training of employees;
- Budget development and management processes;
- ACOE and ACUSD bargaining units' contracts;
- Contract development and management processes;
- Ability to use various programs such as Word, PowerPoint, Excel, Google Suite, and internal programs;
- Ability to use a computer and type at an executive level speed.

Ability to:

- Utilize collaborative leadership style characterized by tact, courtesy, and high standards of performance;
- Maintain cooperative internal and external working relationships;
- Communicate at the highest level of competency in the English language both orally and in writing;
- Build teamwork and facilitate meetings that result in accomplishment of outcomes;
- Provide leadership in developing and implementing the goals and objectives;
- Analyze situations accurately, and adopt and carry out an effective course of action;
- Direct the preparation and maintenance of a variety of detailed narrative and statistical reports;
- Multi-task at the level required for leading a large, complex, and diverse service agency;
- Attend to essential details to ensure effectiveness of operations;
- Meet schedules, timelines and deadlines;
- Analyze, review and effectively utilize data to write effective reports to enhance operations, services and programs;
- Supervise and evaluate the performance of assigned staff ensuring effective professional development
  - to meet performance standards;
- Prepare, administer, monitor and control the annual budgets;
- Coordinate the work of multiple departments/divisions engaging certificated and classified staff in achieving high levels of productivity;
- Interpret, apply, explain and enforce codes, rules, regulations, policies and procedures and develop implementation plans;

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- Maintain current knowledge of ACOE and ACUSD policies, program rules, regulations, requirements and restrictions and ensure compliance
- Prepare and deliver superior presentations and speeches to a variety of groups;
- Collaborate with Directors and administrators to review, analyze and determine appropriate response to collective bargaining issues;
- Assist the County Superintendent in preparing for Cabinet, Leadership Team, and Board meetings.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Distinguished record of accomplishment as an administrator in education, preferably within the California system;
  - Minimum of three (3) years of senior level administrative experience in a complex organization with oversight of a multimillion-dollar budget preferred;
- California Administrative Services Credential preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- California Administrative Services Credential
- California Driver's license with evidence of insurability

**WORKING CONDITIONS:**

Environment: Office environment, and travel to schools and other related locations within the county and outside of the county.

**OTHER REQUIREMENTS:**

These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

- Must provide proof of eligibility to work in the United States
- Must possess a valid California Driver's License
- Must provide proof of automobile insurance coverage
- Fingerprint and Background clearance
- Valid Tuberculosis (TB) clearance

**WORK DAYS AND PAY RANGE:**

The work year shall be 217 days. Salary: Level VIII of the Certificated Administrative Salary Schedule.

**FLSA Status:** Exempt

**Employee Group:** Management