

MENDOCINO COUNTY OFFICE OF EDUCATION

JOB TITLE:	COUNTY SUPERINTENDENT OF SCHOOLS	Reports to:	Mendocino County Electorate
Division:	Administration	Employee Unit:	Certificated or Classified Management
FLSA:	Exempt	Work Year:	12 Months
Supt. Approval:	June 16, 1999	Salary:	Board Determined

BASIC FUNCTION:

Administer the policies of the County Board of Education and all functions and responsibilities of the Mendocino County Office of Education, including all duties of the County Superintendent as described in the California Education Code and the California Administrative Code; serve as chief administrative officer of the Mendocino County Office of Education, duly elected by the voters of Mendocino County.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Administer all programs that fall within the jurisdiction of the County Superintendent, including education and instructional services, administrative and business services, and human resource services;
- Employ or authorize the employment of all agency personnel and serve as the final authority for disciplining or terminating employees;
- Act as Secretary Ex Officio of the Mendocino County Board of Education;
- Develop recommendations of goals, objectives and policies for the County Board and administer the office within the scope of adopted policy;
- Advise and inform the County Board on educational planning legislation and on issues appropriate to their functions;
- Act as Secretary to the County Committee on School District Organization; provide advice and counsel on matters before the Committee; offer recommendations on matters within the Committee’s jurisdiction;
- Act in a liaison capacity between local school districts within the county and the California Department of Education;
- Act as advisor to the Mendocino County School Boards Association;
- Operate and administer the Regional Occupational Program (ROP), the Court/Community Schools Program, and the Special Education Program;
- Organize, plan and chair monthly meetings of local school district superintendents who meet to review and seek solutions to educational program needs and problems;
- Convene meetings of the Superintendents’ Policy County, a group that oversees special education programs operating to satisfy state mandates, and serve as the Responsible Local Agency (RLA) for the Mendocino County Special Education Local Plan Area;
- Act in a liaison capacity between local school districts and Mendocino County governmental departments, including the Treasurer and the Board of Supervisors;
- Keep abreast of new and proposed legislation effecting school districts and, when appropriate, seek change in legislation or initiate proposed legislation;
- Assume additional duties and responsibilities as deemed necessary and appropriate to carry out the mission of the agency.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Education Code, particularly those sections governing county school offices, educational administration, educational philosophy and instructional methodology;
- Planning, organizing and evaluating the Mendocino County Office of Education;
- Principles and practices of public administration, supervision and training;
- County Office organization, operations, policies and objectives;
- Educational issues, programs, trends and curriculum related to assigned areas;
- State and federal laws, codes, rules, regulations and procedures related to assigned activities;
- Budget preparation and control;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Operation of a computer and assigned software;
- Principles and techniques of using computers to perform a variety of tasks;
- Standard English usage, spelling, grammar and punctuation;
- Collective bargaining and negotiation techniques;
- Principles and practices of administration, supervision and training.

ABILITY TO:

- Administer a broad range of programs within the jurisdiction of the County Superintendent;
- Communicate effectively with the public, the County Board and all segments of the educational community;
- Plan, organize, control and direct the overall operations and activities of MCOE;
- Assure compliance with State, federal and local legal requirements and guidelines;
- Supervise and evaluate the performance of assigned staff;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports and files related to assigned activities;
- Respond promptly to requests of internal and external clients providing information, assistance, training, materials and resources as needed;
- Establish and maintain cooperative working relationships with those contact during performance of job duties;
- Be flexible and receptive to change;
- Plan and supervise a program of personnel administration;
- Understand and use computers in the everyday work setting;
- Assemble and analyze data and make appropriate recommendations, including recommendations for classification and salary action;
- Learn, interpret and apply rules and regulations relating to the operation of county schools under the State Education Code.

EDUCATION AND EXPERIENCE:

EDUCATION:

- A Masters degree from a recognized college or university, preferably with courses in public administration, instruction or a related field.

EXPERIENCE:

- Five (5) years of increasingly responsible experience in the administration at a school site and/or County Office level.

CREDENTIALS, LICENSES AND OTHER REQUIREMENTS:

- Possess a valid California Administrative Services Credential, desirable.
- Possess or obtain upon employment, a valid California Driver License;
- Provide proof of automobile insurability;
- Meet the physical requirements necessary to perform assigned duties safely and effectively, including lifting twenty-five (25) pounds on an occasional basis and in excess of twenty-five (25) pounds with assistance.

WORKING CONDITIONS:

ENVIRONMENT:

- Office, school, campus and community environment;
- Driving a vehicle to conduct work as assigned by the position.

PHYSICAL ABILITIES:

- Seeing to read a variety of materials;
- Hearing and speaking to exchange information;
- Speaking so that others may understand at normal levels and on the telephone;
- Dexterity of hands and fingers to operate a computer keyboard and other equipment;
- Sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-25 pounds to waist height.

HAZARDS:

- Driving a vehicle during adverse weather conditions.

Exhibit approved: April 27, 2000