

**MARIN COUNTY OFFICE OF EDUCATION  
ASSISTANT SUPERINTENDENT  
Job Description**

**Brief Description:**

Works in concert with the Superintendent and Assistant Superintendents of other divisions to carry out the practices and procedures of MCOE.

**Duties and Responsibilities:**

**1. HAS FISCAL AUTHORITY WITHIN ASSIGNED DIVISION**

- a) supervises development of all division program budgets
- b) approves all division expenditures
- c) monitors all division budgets
- d) reflects sound budget management practices
- e) keeps division staff aware of trends and long term issues regarding budgets

**2. PROVIDES LEADERSHIP, DIRECTION AND GUIDANCE FOR ASSIGNED PERSONNEL**

- a) has a system which insures he/she is receiving and imparting information critical to division activities/programs
- b) is accessible to all division staff
- c) assists personnel in problem solving and decision making
- d) keeps division staff efforts prioritized, focused and within appropriate timelines
- e) assigns work tasks in accordance with staffs' time, workload and talents
- f) sets a personal example in following office policies, regulations and procedures
- g) motivates staff towards excellence in performance
- h) supports professional growth and development for staff

**3. ASSIGNS/SUPERVISES DIVISION PERSONNEL**

- a) plans and provides for staffing changes within division and across other divisions
- b) selects, transfers and assigns personnel for division, according to MCOE employment contract
- c) supervises overall performance of staff to encourage job and personal development
- d) evaluates staff according to established MCOE procedures

**4. PROVIDES LEADERSHIP, MANAGEMENT AND EVALUATION OF PROGRAMS WITHIN DIVISION**

- a) demonstrates knowledge of both fundamental and current educational issues
- b) establishes and monitors division programs' direction and priorities
- c) assesses quality of division programs regularly and sets goals for revision
- d) coordinates both intra and inter-divisional programs

**5. PARTICIPATES IN DEVELOPMENT OF MCOE POLICIES AND PROCEDURES AND INSURES IMPLEMENTATION**

- a) contributes as an active member of cabinet
- b) understands relationships among all office divisions
- c) understands effect of division's actions on other divisions

**6. DEVELOPS DIRECTION AND STRATEGIES FOR FUTURE OPERATIONS**

- a) utilizes long range planning techniques
- b) implements program changes when needed

**7. INSURES PERSONNEL AND PROGRAM COMPLIANCE WITH STATE AND FEDERAL GUIDELINES**

- a) insures compliance with personnel regulations (contracts, fair practice, etc.)
- b) reviews MCOE personnel procedures with administrative staff
- c) assists in revision of MCOE procedures and policies as necessary to comply with state and federal regulations

- d) reviews and insures timely submission of MCOE reports to state and federal agencies by program personnel

**8. COORDINATES DIVISION SERVICES WITH AND FOR SCHOOL DISTRICTS**

- a) insures coordination of MCOE services with districts
- b) responds to district requests for service
- c) serves as intermediary between program administrators and district personnel, when necessary

**9. COMMUNICATES EFFECTIVELY WITH STAFF, COMMUNITY AND PUBLIC/PRIVATE AGENCIES**

- a) produces written material which is informative, organized and clearly communicates ideas
- b) speaks effectively in a variety of situations including oral reports, informal communication and public interviews
- c) uses professional judgment and discretion in all forms of communication

**10. PARTICIPATES IN ACTIVITIES DESIGNED FOR PROFESSIONAL GROWTH**

- a) attends workshops, classes, inservices, conferences or other related professional activities
- b) demonstrates current knowledge of skills, information and techniques appropriate to assignment