

**MARIN COUNTY OFFICE OF EDUCATION  
SENIOR DEPUTY SUPERINTENDENT  
Job Description**

**Brief Description:**

Works in concert with the Superintendent, Deputy Superintendent, and Assistant Superintendents of other divisions to carry out the practices and procedures of MCOE, and acts in place of the Superintendent when the Superintendent is away from the office.

Assumes responsibilities across the organization and beyond, including Superintending in Marin County districts on behalf of the County Superintendent; providing leadership and support for county committees, Marin County Board of Trustees, and Marin County Superintendents; and oversight of the charter schools authorized by the Marin County Board of Education.

**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 ensures 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 ENSURES 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) ENSURES PERSONNEL AND PROGRAM COMPLIANCE WITH STATE AND FEDERAL GUIDELINES**

- a) Ensures 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 ensures timely submission of MCOE reports to state and federal agencies by program personnel

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

- a) ensures 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 interview
- 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

**11) ACTS IN THE PLACE OF THE SUPERINTENDENT WHEN THE SUPERINTENDENT IS AWAY FROM THE OFFICE**