



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

DEPUTY SUPERINTENDENT

Class Code: 1202

Work Days: 225

GENERAL PURPOSE

Assist in planning, directing, and reviewing the assigned activities and operations of the Orange County Department of Education; coordinate assigned activities among divisions and outside agencies; and provide highly responsible and complex administrative support to the Superintendent.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general administrative direction from the Superintendent.
2. Exercise direct supervision over professional, supervisory, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Provide highly responsible administrative staff assistance to the Superintendent; conduct specific and comprehensive analyses of a wide range of policies involving organization, procedures, and services.
 2. Provide liaison with the Board of Education. Facilitate input from and dialogue with the members. Represent OCDE at the Board meetings.
 3. Preside over Cabinet meetings. Provide oversight and direction to Cabinet members to ensure the goals and objectives of the Superintendent and the Department are addressed, evaluated, and implemented.
 4. Assist in developing, planning, and implementing goals and objectives for the Department; recommend and administer policies and procedures.
 5. Conduct studies of operational issues; prepare recommendations on results; evaluate recommended changes in organization, policy, and procedures.
 6. Assist in developing, coordinating, administering, and monitoring the Department budget; forecast funds needed for staffing, equipment, materials, and supplies; and recommend adjustments as necessary.
 7. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
 8. Meet and confer with the public and agencies to remedy problems, discuss Department policies and procedures, and respond to and resolve difficult and sensitive inquiries and complaints.
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9. Participate on a variety of committees and boards; prepare meeting agendas; and conduct and present a variety of research and special projects.
 10. Stay abreast of new trends and innovations in the field of education administration.
 11. Act as Superintendent as required.
 12. Must demonstrate attendance sufficient to complete the duties of the position as required.
 13. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Modern and highly complex principles and practices of education administration.
2. Current social, political, and economic trends and operating problems of an educational institution.
3. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
4. Principles and practices of budget preparation and administration.
5. Research and reporting methods, techniques, and procedures.
6. Sources of information related to a broad range of educational programs, services, and administration.
7. Principles of supervision, training, and performance evaluation.
8. California Education Code, Administrative Codes, and the Government Code.
9. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Provide effective leadership in coordinating administrative activities.
2. Effectively administer a variety of Department of Education programs and administrative activities.
3. Interpret and apply Department of Education policies, procedures, laws, and regulations.
4. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Evaluate and develop improvements in operations, procedures, policies, or methods.
7. Stay abreast of new trends and innovations in the field of education administration.
8. Foster collaboration through discussion and persuasion.
9. Coordinate the work of administrative and clerical staff.
10. Select, supervise, train, and evaluate staff.
11. Assist in developing, administering, coordinating, and monitoring a large budget.
12. Prepare clear and concise reports.

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13. Communicate clearly and concisely, both orally and in writing.
 14. Establish and maintain cooperative working relationships with those contacted in the course of work, including Board of Education members and other appointed or elected officials, community groups, and the general public.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in business administration, public administration, education, or a related field and seven (7) years of increasingly responsible administrative experience in a Department of Education or school district including three (3) years of supervisory experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.