

**Coastline Regional Occupational Program**  
**Job Description**



**SUPERINTENDENT**

<b>Location:</b>	Superintendent's Office
<b>Reports To:</b>	Governing Board
<b>Supervises:</b>	ROP Staff and Operations
<b>Pay Classification:</b>	Administrative Salary Schedule
<b>Revision Date:</b>	

**GENERAL DESCRIPTION**

Serve as Chief Executive Officer for the Board of Trustees; plan, organize, manage and lead the implementation of Coastline ROP's plans, policies, programs and services; direct a variety of administrative operations and activities with administering the day-to-day operations and activities; oversee alignment of ROP administrative functions, processes and special projects between multiple divisions; plan, direct, implement, and achieve ROP strategic goals and objectives related to the organizational mission; supervise and evaluate the performance of assigned personnel provide information and support to Board regarding operational, programmatic and organizational issues and concerns; serve as liaison between the community and the ROP.

**Duties and Responsibilities:**

- Plan, organize, manage and lead the implementation of ROP's education and operational plans, policies, programs, activities and services; ensure the communication and interpretation of Board decisions and request to staff; oversee alignment of ROP administrative functions, processes and special projects between multiple divisions; plan, direct, implement, and achieve ROP strategic goals and objectives related to the ROP mission.
- Act as executive officer for communication between the Board and all employees; serve as secretary to the Board; serve as advisor to the Board in all matters pertaining to the ROP; serve as the Board representative in employee negotiations; guide participating school Board members concerning ROP and work with key administrators within partner school districts; assist Board in annual goal setting and modifying ROP programs, functions, policies and procedures to meet local, State and Federal requirements.
- Facilitate, coordinate and support ROP senior management in fulfilling their division and the organizational goals; coordinate and prioritize work of various divisions to ensure successful implementation of the goals and objectives of the ROP for programs, utilization of resources, strategic goal setting, and planning process and reporting progress.
- Establish and prepare meeting agendas; present items for consideration to the Board and respond to inquiry from the Board; recommend all personnel for employment; direct the assigning and transfer of all employees with the Board's approval and within the limits of the State law.
- Supervise the work of assigned personnel; interview and select employees; recommend transfers, suspensions, reassignment, termination and disciplinary actions within prescribed policies and procedures; direct the negotiations process with employee organizations;

recommend policy and program decisions to the Board and develops administrative rules and procedures to implement Board adopted policy and decisions.

- Supervise the preparation and administration of the budgets; supervise the financial affairs of the ROP and provide for regular financial and operational reports to the Board; provide for the collection and receipt of all money payable to the District and keeping of accurate records and the depositing of such funds as required by law.
- Supervise the expenditure of funds in accordance with the budget adopted by the Board; supervise the proper accounting of funds that come under the control of the Board; supervise the preparation of a financial report at the close of each fiscal year; show receipts and expenditures for the year accordingly.
- Serve as ROP representative at various meetings, conferences and public events; conduct presentations and speak to groups and audiences regarding ROP activities and operations; serve on committees and represent the Board as needed; attend and conduct a variety of meetings as assigned.
- Respond to staff and community regarding questions or problems about ROP operations; motivate and provide guidance to administrative staff members; build and foster relationships with stakeholders; provide for evaluation procedures for all programs and personnel within Coastline ROP; direct the necessary research to ensure adequate data is available for evaluation programs.
- Present each year a budget of contemplated expenditures and estimated income for the ensuing school year for review and approval by the Board in accordance with the Education Code.
- Perform such other duties as are ordinarily expected in all matters clearly defined by the Education Code and Board policies.

### **QUALIFICATION GUIDELINES**

#### **Knowledge of:**

- Laws, regulations and policies applicable to ROP operations.
- Planning, organization and direction for a variety of operations involved in the administration of day-to-day tasks, objectives and activities of the ROP.
- Principles, practices and procedures involved in the development and implementation of ROP activities, programs, plans, projects, standards, services, strategies, goals and objectives.
- Collaborative leadership, principles and practices.
- Planning, organizing and directing of student service functions and operations.
- Emergency procedures and response.
- Local, State and Federal standards and requirements governing ROP operations and activities.
- Principles and practices of administration, supervision and training.
- Budget development, control and management processes.
- Contract development and management processes.
- Standards, requirements, practices and procedures involved in the preparation and development of agendas for administrative meetings.
- Organization and implementation of Board-generated directives and Cabinet-generated tasks.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Public relations and speaking techniques.

- Current trends, strategies and practices in the field of career preparation and career technical education.
- Human relations strategies, conflict resolution strategies and team building principles and techniques.

**Ability to:**

- Perform duties with awareness of ROP requirements and Board policies.
- Plan, organize, control and direct a variety of operations and activities of the ROP.
- Prepare, develop and analyze Board and Cabinet agendas to address the educational and operational needs of the ROP.
- Direct the planning, development and implementation of ROP policies, procedures, programs, goals, objectives, plans, strategies and services.
- Supervise and evaluate the performance of assigned personnel.
- Identify, define and explain policy issues, service programs and community concerns related to the functions and operations of the Superintendent's Office.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies, procedures and develop implementation plans.
- Prepare, administer, monitor and control the annual budgets.
- Ensure accurate and timely submission of State and Federal reporting requirements throughout the ROP.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Prepare and deliver oral presentations.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Review, analyze and effectively utilize data and reports to enhance operations, services and programs.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Define problems, collect data, establish facts and draw valid conclusions.
- Respond to inquiries or complaints from students, employees and/or the public at large.
- Effectively present information to the Board, staff, students, participating schools, districts, ROP personnel and the public.

**Education and Experience:**

**Required:** Master's degree in education, educational administration or a related field including graduate level work in career preparation, curriculum development and instruction and coordination of career and workforce development programs.

**Experience:** Ten years of successful experience in education and career preparation fields with a minimum of five years administrative experience working with senior level administration, educational programs and services and demonstrated experience in working with teaching staff and business and

industry in the development and evaluation of training programs, career preparation curricula and training personnel.

**Other Requirements:**

**Certifications:**

- Valid Administrative Services Credential.
- Valid California Teaching Credential.

**License:** Valid California Class C Driver's License.

**PHYSICAL ELEMENTS AND WORKING CONDITIONS**

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Mobility to stand, stoop, bend and use of arms to reach.
- Sitting, walking and standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Lifting, carrying, pushing or pulling moderately heavy objects.

**Working Conditions:** The noise level in this work environment varies. When visiting a building the noise level may be loud, in the office quiet and at meetings moderate. The basic work environment will be indoors. This position requires the driving of a vehicle and individuals must be aware of potential traffic hazards.

- Indoor/Office work environment.
- Constant interruptions.
- Contact with dissatisfied individuals.