



## **Los Angeles County Office of Education**

Serving Students ▪ Supporting Communities ▪ Leading Educators

### **LOS ANGELES COUNTY OFFICE OF EDUCATION DEPUTY SUPERINTENDENT**

The Los Angeles County Office of Education (LACOE) is the nation's largest regional education agency that provides comprehensive educational services to the 80 school districts and 13 community college districts serving 1.7 million preschool and school-age students in Los Angeles County. The Office serves as the intermediary between the California Department of Education and our local districts and community colleges. LACOE employs approximately 2,600 employees and operates within a budget of \$590 million. Its services include attendance and welfare, business advisory services, curriculum and instruction, research, evaluation and pupil services. The County provides administrative services for multiple Special Education service areas and operates its own special education programs for students in public school campuses, in addition to programs in juvenile halls, probation camps, and specialized secondary schools. The Office operates the largest Head Start program in the state with more than 13,000 preschool children and their families.

### **POSITION DESCRIPTION and QUALIFICATIONS**

The Deputy Superintendent functions as the chief operations officer, reporting to the County Superintendent. Under specific circumstances designated by the Superintendent, the Deputy will assume the role of executive in charge. Applicants for the position should have experience in a complex organization with diverse student clientele being served in programs administered and funded through intergovernmental agreements. Above all, the Deputy should be a leader with genuine and effective interpersonal skills who consistently demonstrates to be a servant leader and can motivate, support and build capacity of staff. The Deputy should also be well versed in navigating and thriving in a political environment. This leader must be a systems thinker who is a sound decision maker, and has outstanding follow-through. A track record of success in building mutual trust and effective relations with classified and certificated staff, school districts and county partners is essential as is the ability to interact successfully with and appreciate diverse populations.

This leader should understand the role and impact that federal and state educational laws and regulations have on local district operations. The Deputy should also have knowledge of the unique issues and challenges facing county offices of education and have direct experience with policy development and implementation. They must have the ability to improve systems, maximize the effectiveness of technology, organize staff to gather, analyze and interpret statistical data to be able to effectively plan, implement and assess programs to meet emerging student needs in cost effective ways. The Deputy should be committed to the promotion of diversity, equity and inclusion and the further enhancement of effective wellness programs for students and adults. They must also have the ability to render decisions in a timely manner on urgent issues and to cope effectively with crisis situations. The ability to write and speak clearly in a variety of settings, and think and react thoughtfully are necessary personal characteristics.

The Deputy will perform a wide variety of executive duties including policy development; long-range planning; interacting with high-level state and federal officers and elected officials and ensuring that sound fiscal controls are in place across the county office and programs.

### **EXAMPLES OF DUTIES**

Duties will include: monitoring county programs and determining their levels of success; apprising the Superintendent on policy development; sharing information with school districts on the efficacy and cost effectiveness of county services; serving as communication link with local, state and federal government offices and elected officials and operate as the officer in charge in the Superintendent's absence; evaluating senior staff as assigned by the County Superintendent; serving as County delegate to commissions or boards as assigned by the County Superintendent; meeting with community agencies and vendors as necessary; informing and advising the County Superintendent on matters related to the county board meeting agenda.

### **EXPERIENCE AND EDUCATION**

The successful candidate will have a broad range of high-level executive leadership experience in a complex educational or related organization. Experience as a superintendent or assistant superintendent is preferred. A master's degree in education or related field from a WASC-accredited college or university is required with a doctorate preferred.

### **LICENSE OR CERTIFICATE**

Possess and maintain a valid California Supervisory or Administrative Services Credential (must attach credential to application).

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