

Job Summary:
The job of Assistant Superintendent - Instructional Services is done for the purpose/s of developing, coordinating, and maximizing services related to curriculum and instruction that are provided to school districts in Tulare County. The individual holding the position oversees the following service units within the Tulare County Office of Education (TCOE): Child Care Educational Programs, CHOICES (youth development and prevention programs), Educational Resource Services, Impact Center (Multimedia Theater and Sam Pena Planetarium), Migrant Education Program-Region VIII, School Health Programs, Clemmie Gill School of Science and Conservation (SCICON), School to Career, Services for Education and Employment (SEE) including La Sierra Charter High School, Teacher Induction Programs (TIP), and the Theater Company.

- Essential Functions:**
- < Acts as a role model for the purpose of nurturing the desired manner of interaction with others, values placed on people and ideas, and priorities.
 - < Attends regional, state, and national meetings for the purpose of facilitating the work of the division and representing TCOE.
 - < Conducts meetings for the purpose of facilitating the work of the division.
 - < Confers with clients and colleagues for the purpose of identifying needs, direction, and potential partners in the work of TCOE.
 - < Coordinates work between TCOE and other entities for the purpose of maximizing human and fiscal resources.
 - < Develops an environment for the purpose of encouraging employees and clients to be willing and able to identify needs; crafting and carrying out solutions and responses; and evaluating results in an ongoing cycle of renewal.
 - < Develops programs, policies and procedures for the purpose of compliance with state and federal laws and regulations.
 - < Develops/manages budgets for the purpose of operating the division.
 - < Focuses on research and reality for the purpose of helping colleagues and clients use new information to continue a renewal cycle which is responsive to the needs of our ultimate (end-user) clients, students and community.
 - < Functions as the linking pin for the purpose of connecting client groups and interest groups that the office serves.
 - < Monitors programs for the purpose of evaluating their effectiveness and determining appropriate changes and/or improvements.
 - < Prepares reports and studies for the purpose of providing