

The Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. NOTE: A background investigation will be completed on the candidates recommended for this position.

To Be Considered

Highly qualified candidates are invited to submit a cover letter, statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include **ALL** of the following:

- Candidate's ability to meet the requirements as stated in this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: ExecutiveRecruitment@hr.lacounty.gov.

Please indicate the position title of **Superintendent** in the subject line of your e-mail. Materials received by **October 31, 2015** will receive first consideration. Electronic submittals are preferred.

Confidential inquiries welcomed to:

LaTanya Hill

Department of Human Resources
Talent Solutions Division
Phone: (213) 974-2461
e-mail: lhill@hr.lacounty.gov

This announcement may be downloaded from the County of Los Angeles website at:

<http://hr.lacounty.gov>

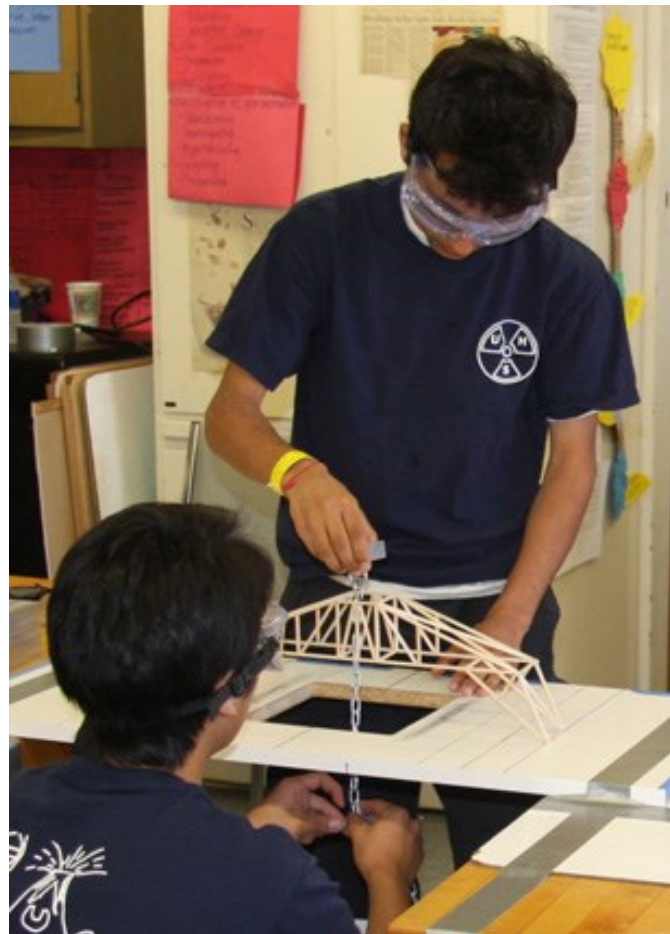
Special Information

SOCIAL SECURITY ACT OF 2004— Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION— Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information:

(1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.



Make the County of Los Angeles Your Employer of Choice



THE COUNTY OF LOS ANGELES INVITES RESUMES FOR



**SUPERINTENDENT OF SCHOOLS
LOS ANGELES COUNTY OFFICE OF EDUCATION**

Annual Salary: \$267,788—\$310,817

**Filing Period:
September 4, 2015 until position is filled**

The County of Los Angeles

With a population of over 10 million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 34 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 37 major administrative units or departments that currently serve the needs of the County's residents.

Selected by Forbes Magazine as one of America's Best Employers of 2015, the County's annual budget for fiscal year 2015-2016 is \$26.9 billion, with funding for approximately 106,000 positions to serve its diverse population.

The Los Angeles County Office of Education

The Los Angeles County Office of Education (LACOE) is the nation's largest regional education agency that provides comprehensive educational services. The Office is the intermediary between the California Department of Education and the 80 school districts and 13 community college districts serving 1.7 million preschool and school-age students in Los Angeles County. LACOE employs nearly 3,000 employees and operates within a budget of \$652 million while providing mandatory and discretionary services to its school districts including attendance and welfare, business advisory services, curriculum and instruction, research, evaluation and pupil services. The Office helps meet the special educational needs of some 900 young people with severe disabilities, operating 111 special needs day classes on 34 public school campuses. It also provides services to students with special needs enrolled in district classes and helps young people at high risk of dropping out complete their education through Juvenile Court Schools and Alternative Education programs. The Office operates the largest Head Start program in the state.

The Superintendent

The County Superintendent functions as the leader and chief officer for the largest educational county system in the nation. The County Superintendent reports directly to and is evaluated by the Los Angeles County Board of Supervisors. The County Superintendent serves as the leader for the Los Angeles County Office of Education and works with the County Board of Education and the vast array of programs and services delivered through the County offices. The County Superintendent directs a wide variety of duties including strategic planning; 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 offices and programs.

Key Responsibilities

Duties will include: lobbying in Sacramento and Washington DC; building relationships with district superintendents across the County; directing and evaluating the executive cabinet; developing and monitoring the leadership through strategic planning; monitoring County programs and determining their levels of success; apprising the Board of Supervisors on policy development; sharing information with school districts on the efficacy and cost effectiveness of County services; serving as County delegate to any and all commissions and boards; and informing and advising the County Board of Education on matters related to the County board meeting agenda.



SUPERINTENDENT OF SCHOOLS

The Ideal Candidate

The County Superintendent brings high-level executive leadership experience with diverse clientele being served in programs administered and funded through intergovernmental agreements. A working knowledge of federal and state educational laws and regulations is essential. She or he should also have a working knowledge of the unique issues and challenges facing County offices of education. The ideal candidate will have an understanding and experience with policy development and implementation. The County Superintendent must have the ability to direct and lead staff to gather, analyze, and interpret statistical data and plan and implement programs to meet emerging student needs in cost effective ways. She or he must also have the ability to render immediate decisions on urgent issues and to cope effectively with crisis situations. The ability to write clearly and speak in a variety of settings and think on one's feet are necessary personal characteristics. Above all, the County Superintendent should be a person who enjoys challenges, can motivate staff, thrives in a political environment, makes good decisions, and has outstanding follow-through.

License and Certification

Possess or show eligibility for a valid California Administrative Services Credential.

A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

Experience and Education

The successful candidate will have a broad range of high-level executive leadership experience in a large educational or related organization. A master's degree in education or related field from an accredited college or university is required.

Desirable Qualifications

- Experience as a superintendent, deputy superintendent, or assistant superintendent.
- A Doctorate degree in education or a closely related field from an institution of higher learning accredited by one of the six regional accreditation associations, as recognized by the Council on Postsecondary Accreditation.
- Demonstrated ability to work effectively with an administrative or legislative body such as the County Board of Supervisors, public governmental bodies, legislature, regulatory commissions, and with representatives of other governmental and private agencies and community groups.

- Demonstrated strong communication skills that ensures the County Board of Supervisors and the Board of Education receive appropriate information, advice and recommendations which will result in staff and community confidence in governance and administration.
- Previous experience with large, urban, school districts.
- A record which indicates that she or he will be sensitive to diversity within the LACOE organization, the general public, and the various agencies with which the County Superintendent interfaces.
- Demonstrated commitment to foster an institutional environment and culture that values and encourages diversity in the workplace.
- Demonstrated ability to be a creative and visionary leader of integrity who will be visible and an articulate spokesperson for the LACOE, and who will be actively involved in the educational community.
- A record which indicates that she or he will be sensitive and responsive to the unique educational needs of all students in Los Angeles County, which include, but are not limited to, Special Education, Juvenile Court and Community Schools, Alternative Education and Special Schools.
- Demonstrated commitment to provide the infrastructure, support, and training to assist teachers in meeting the challenges of special education.
- Demonstrated ability to establish and maintain effective interdepartmental, interagency, and non-traditional partnerships to collaboratively address the needs of students presenting unique educational challenges.
- Demonstrated experience in working with probation institutions.
- Demonstrated experience and familiarity with issues related to juvenile probationers; and knowledge and understanding of the juvenile justice system.
- Knowledge, skills and abilities required in managing a large and dynamic organization including the budget, fiscal, personnel, and other administrative functions of the organization, as well as line and technical functions.
- A knowledge of school finance, budgeting and business operations; and the ability to manage school district finances, school bond funds, and other resources in a responsible manner, as well as the ability to seek and find new funding sources.
- Demonstrated ability to maximize limited resources and remain nationally competitive in terms of delivering educational services.

Compensation and Benefits

The compensation and benefits package will be competitive and based upon qualifications and experience.