

**LOS ANGELES COUNTY OFFICE OF EDUCATION  
ASSOCIATE SUPERINTENDENT OF STRATEGIC OPERATIONS  
AND SCHOOL SUPPORT**

**DEFINITION**

Under policy direction, the Associate Superintendent of Strategic Operations and School Support provides key executive leadership providing integrated oversight of LACOE's Juvenile Court Schools and all internal business operational functions, including Facilities and Construction and the Controller's Office, which includes Procurement, Transportation, Warehouse, and other administrative services; Ensures that internal operations are mission-aligned and optimized to support high-quality operational services and high-quality educational services for LACOE's most vulnerable student populations.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other classification in that it is the highest-level position responsible for overseeing both business operation functions and Juvenile Court Schools, reporting directly to the Deputy Superintendent. The Chief Financial Officer provides executive leadership to the Business Services Divisions of LACOE.

**SUPERVISION RECEIVED AND EXERCISED**

Policy direction is provided by the Deputy Superintendent. Responsibilities include direct supervision over Director-level, managerial, and support staff.

**EXAMPLES OF DUTIES** – The classification specification provides a summary of the typical job duties performed, along with the general nature and level of work performed by employees in this classification. Duties may include, but are not limited to, the following:

- Provides executive leadership in the transformation and continuous improvement of LACOE's Juvenile Court Schools by addressing the complex needs of students experiencing trauma, special education challenges, and high mobility
- Oversees and strategically aligns key operational divisions such as Facilities and Construction and the Controller's Office, which includes Procurement, Transportation, Warehouse, and other administrative services to ensure efficient, compliant, and mission-driven support of instructional goals and student services
- Advises the County Superintendent or designee on day-to-day operations, long and short-term priorities, and pressing challenges facing internal departments and LACOE's educational programs, particularly within juvenile court education
- Leads cross-functional teams to identify, monitor, and enhance programs and services that support district and school success, with an emphasis on scalable, equitable practices
- Develops and implements policies and procedures that ensure operational excellence, fiscal stewardship, and compliance including ongoing collaboration with the County Superintendent, County Board of Education, Board of Supervisors, and other policymakers to strengthen service delivery, improve student outcomes, and advance equity across LACOE's programs and systems

- Represents LACOE in high-level engagements with local, state, and federal agencies, as well as elected officials, advocating for resources and policies that support improved outcomes for high-need student populations
- Develops and maintains systems for evaluating, mentoring, and supporting staff across both instructional and operational divisions, fostering a culture of excellence, accountability, and responsiveness
- Partners with local school boards, community agencies, and vendors to strengthen wraparound supports and infrastructure that enhance student achievement, wellness, and school climate
- Communicates transparently with stakeholders including district leaders, school boards, and the public on the performance, cost-effectiveness, and impact of programs and services
- Collaborates with the Superintendent's Executive Cabinet to align operational strategies with countywide goals and ensure integrated service delivery across departments and initiatives
- Informs state agencies, philanthropic partners, and other stakeholders about LACOE's support services, with a focus on evidence of effectiveness, especially in the context of Juvenile Court Schools and alternative education
- Performs related duties as assigned

## **JOB REQUIREMENTS**

### **Knowledge:**

- Federal, state and local regulations such as the California Education Code, Government Code, Administrative Code, and other regulations relevant to areas of responsibility
- California legislative and judicial processes; the structure and processes of the state-wide public education system including pre-school, K-12, and community college districts
- Principles of organization design and structure, supervision, budgeting, personnel administration and management
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

### **Core Competencies:**

- Decision Making – Choosing optimal courses of action in a timely manner
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Innovation – Imagining and devising new and better ways of doing things
- Professional Integrity & Ethics – Maintaining trust through honesty, adherence to principles, and personal accountability

- Informing – Proactively obtaining and sharing information
- Presentation Skill – Formally delivering information to groups
- Customer Focus – Attending to the needs and expectation of customers
- Influencing – Affecting or changing others' positions and opinions
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Ensuring superior individual and group performance
- Allocating Resources – Prioritizing the use of fiscal and material resources to maximize organizational performance
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow
- Organization Design & Structure – Establishing organizational structure and clarifying roles and responsibilities
- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This summary provides examples of the typical physical demands and work environment of this classification.

### **Physical Demands:**

Work is sedentary.

- Remains in a stationary position to perform desk work
- Lifts items such as binders and documents weighing less than 10 pounds without assistance
- Carries items such as binders and documents weighing less than 10 pounds without assistance
- Uses hands, wrists, and fingers repetitively to type and operate office equipment
- Rotates the head right or left from a neutral position to review work materials
- Exchanges information with co-workers and customers regarding work-related matters
- Uses near visual acuity at 20 inches or less to operate desktop or laptop computer
- Moves short distances between buildings and sites

### **Work Environment:**

The work environment involves everyday risks or discomforts that require normal safety precautions.

- Works in an indoor, climate-controlled environment

## **MINIMUM QUALIFICATIONS**

**Experience:** Five years of executive leadership experience in public education agency operations.

**Education:** A bachelor's degree in education, public administration, business administration, or other fields closely related to the job requirements of the classification from an institution of higher learning recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

**Additional Requirements/Information:** Executive leadership experience managing both instructional and operational divisions is strongly preferred. Experience at the cabinet level (e.g., superintendent, assistant superintendent, or chief officer) is preferred. An advanced degree is preferred. A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites is required.

The Associate Superintendent of Strategic Operations and School Support is a senior management position exempt from certain provisions of the Merit System (Education Code 45100.5).

**CLASSIFICATION PROPOSED TO PERSONNEL COMMISSION:  
July 17, 2025**