

## Application Procedure

All applications will be held strictly confidential. Each applicant is requested to follow the procedures listed below. Those applicants wishing additional information should contact the Sacramento County Office of Education at 916-228-2327.

Applicant's file will be complete upon the receipt of:

- An official application available at [www.scoe.net/personnel](http://www.scoe.net/personnel)
- A resume providing background information about education, preparation, experience and achievements
- A minimum of three (3) contemporary letters of recommendation, specific to your skills and knowledge relevant to this position

**Application deadline  
is May 6, 2016.**

### Any questions can be addressed to:

Sacramento County Office of Education  
Human Resources Department  
Effie Crush, Chief Administrator  
[ecrush@scoe.net](mailto:ecrush@scoe.net)  
P.O. Box 269003  
Sacramento, CA 95826-9003  
Phone: 916-228-2327  
Fax: 916-228-2624



*Sacramento County Office of Education  
is an Equal Opportunity Employer.*

## Education and Experience

- Extensive management experience in progressively responsible positions in a complex organizational and large-scale technology environment
- Master's degree in education, business administration, or computer science is desirable

## Selection Process

SCOE accepts applications through the EDJOIN jobseeker system [www.edjoin.org](http://www.edjoin.org). EDJOIN allows users to create a profile and apply for jobs online. Documents can be uploaded to EDJOIN and attached to the application. If you have a question about setting up a profile, contact EDJOIN at 888-900-8945.

## Salary and Contract Terms

SCOE will offer \$185,651.20 per 224-day work year plus benefits of \$519.35 per month for single health coverage and \$834.35 for 2-party or family (includes medical, dental, life, vision, TSA options). Lifetime supplemental retiree health benefits offered for qualifying employees. Candidates must provide evidence of employability and verification of citizenship.



THE SACRAMENTO  
COUNTY OFFICE  
OF EDUCATION

is seeking an

**Assistant  
Superintendent,  
Technology  
Services**

DEADLINE TO APPLY:  
MAY 6, 2016

**Sacramento**  
Office of Education **County**

### Mission Statement

- To ensure that our students are prepared for success in college, career, and community;
- To provide educational leadership to the diverse groups we serve;
- To work creatively and collaboratively with partners; and
- To give educators and support staff the training and tools they need for success.

## The Position

Sacramento County Office of Education (SCOE) is seeking an Assistant Superintendent, Technology Services. The individual hired for this position will manage information and technology services for SCOE, provide oversight for operation and maintenance of all computer and network devices, telecommunications services, audio-visual systems, Internet and media services, instructional technology and learning resources, and technology-related grants and contracts.

## The County

The Sacramento County Office of Education (SCOE) is one of 58 county offices of education in California. Approximately 650 regular and more than 950 temporary and substitute SCOE staff work year-round providing services which complement

and supplement those offered by public school districts in Sacramento County. SCOE provides technical assistance, curriculum and instructional support, staff development, legal and financial advice, and oversight to Sacramento County school districts.

SCOE plays a leadership role in the delivery of quality education to the students in Sacramento County. SCOE directly educates more than 30,000 children and adults, and provides support services to more than 241,000 students in 13 school districts. In addition, SCOE is considered a leader of the Capital Service Region, a 10-county area consisting of Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba Counties. Many SCOE programs and services are available to schools, districts, and other county offices of education within the Capital Service Region.

Whether it's a professional development activity, resources for educators, or information for families and our community, SCOE helps ensure schools operate in an efficient, service-oriented manner while focusing on the bottom line: student achievement.

## The Community

The Sacramento County Office of Education's administration and conference center is headquartered in Mather Business Park (the former Mather Air Force Base), approximately one mile from the Mather Field exit off Highway 50. SCOE is approximately 15 miles from Downtown Sacramento and 25-30 minutes from the Sacramento International Airport.

Sacramento is the capital city of the state of California and the seat of government of Sacramento County. It is at the confluence of the Sacramento River and the American River in the northern portion of California's expansive Central Valley. Its estimated population of 485,199 makes it the sixth-largest city in California. Sacramento's central location puts you within one to a few hours' drive to several renowned attractions, including the ski and recreation areas of Lake Tahoe, the granite domes of Yosemite, and the Golden Gate of San Francisco. With more than 230 days of sunshine, it is the perfect place to explore the outdoors.



## Professional Skills and Abilities

- Provide strong leadership and an entrepreneurial vision
- Implement new and ongoing services, programs, and projects
- Identify and solicit sources of funding and prepare proposals for grants and contracts
- Strong understanding of finance and budget
- Prepare and update technology-related policies, rules, and regulations
- Oversee disaster recovery procedures and security guidelines
- Able to make and stand by difficult decisions
- Keep informed of current trends in education, curriculum, legal issues, and other pertinent areas of technology applications
- Serve as advocate for districts in the technology area

- Establish goals, objectives, and implementation plans to accomplish technology solutions
- Represent SCOE at various county, regional, and state technology committees

## Personal Characteristics

- Excellent communication and presentation skills
- Provide vision and leadership to assess potential areas of opportunity
- Respectful, open and honest in working with others
- Creative, can provide a new perspective
- A team leader who uses consensus building techniques and conflict resolution strategies