

Duty Statement

Proposed	Pr No.		Effective Date:
	Class Title: Deputy Superintendent, CEA C		
Division: Office of the Deputy Superintendent	Current Position Number: 174-500-7500-002	Pos. Control No: 0266	
Unit or Office Name: Performance, Planning, and Technology Branch	Proposed Incumbent (if known):		

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions. Under the administrative direction of the State Superintendent of Public Instruction (SSPI) and the Chief Deputy Superintendent of Public Instruction, the Deputy Superintendent of the DSIB is responsible for providing leadership and administrative direction to California Department of Education (CDE) staff, local educational agencies (LEAs), and other education stakeholders in the areas of state and federal accountability, statewide student assessments, the collection and maintenance of educational data; technology and continuous improvement support for schools and districts.

Percent of time Performing Duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
30%	Plans, coordinates, and provides administrative direction and supervision to four major departmental divisions, which include the Analysis, Measurement, and Accountability Reporting Division; Assessment Development and Administration Division; Educational Data Management Division; Technology Services Division, Improvement and Accountability Division, and the Local Agency Systems Support Office. Oversees approximately 300 staff members to implement the SSPI's priorities and establish the CDE's policies and procedures. Works with other Deputy Superintendent positions in the CDE to ensure that common educational program and administrative goals and objectives are identified and executed in a compatible manner.
20%	Develops, recommends, and implements policies for statewide public education, fiscal and administrative policy related to assessment, accountability, data management, technology and compensatory education; provides input for the establishment of policies affecting all California educational programs to ensure consistency across program services; and recommends and/or establishes policies for the internal operations and administration of programs in the CDE. Provides vision, leadership, technical assistance, and direction in support of the state and federal accountability systems by generating and reporting results for the California School Dashboard; analyzes, processes, and disseminates education data about California's public schools and school districts; implements the requirements for both the state and LEA report cards; develops, recommends, and implements policies related to all state-level testing programs for California K-12 students; collects demographic data from districts and schools that are housed in the California Longitudinal Pupil Achievement Data System (CALPADS) and provides reports through DataQuest; provides leadership within the CDE to manage student- and teacher-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting; develops policies that pertain to the collection, storage, and use of data to meet state and federal reporting requirements; provides technology infrastructure and assists CDE staff in their use of technology; and designs, develops, and administers a system to support the continuous improvement of students, schools, and school districts.

20%	Provides leadership and vision in the development, implementation, oversight, and resolution of strategies to carry out policies and programs relating to the Department's implementation of the Elementary and Secondary Education Act (ESEA). Collaborates with CDE staff to ensure consistency of alignment to standards in other efforts including professional development, students, assessment, and academic support.
10%	Advises the State Board of Education and the SSPI and provides support on the development and implementation of policies, waivers, and regulations.
10%	Serves as a member of the CDE Executive Cabinet and participates in the development and approval of departmental and statewide educational policies and practices related to assessment, accountability, data management, and compensatory education; provides leadership in initiating statutory changes, and setting policies and processes; represents the SSPI as required for public speaking engagements, press events, legislative hearings, conferences, and high level meetings throughout the state.
10%	Represents the SSPI, the CDE, and the SBE in contacts with the California Legislature; state and federal governmental agencies; county, district, and school representatives; education stakeholders; and the public concerning key controversial policies and programs affecting California's K-12 public schools. Ensures that appropriate and cooperative contacts are maintained with public, private, governmental, professional, and business entities.