

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent for Educational Services

DEPARTMENT: Educational Services

POSITION SUMMARY: The Assistant Superintendent of Educational Services shall serve as the chief line officer for all areas of educational services, including adult education, elementary education, secondary education and all state and federal categorical programs in which the District is participating.

ESSENTIAL FUNCTIONS:

Regular Education:

1. Provides overall direction for a continuing program of curriculum development in kindergarten through twelfth grade and adult education
2. Supervises the coordination and articulation of the instructional program among the District's schools and between the elementary, secondary and adult education levels of the program.
3. Determines the broad direction and yearly priorities for the K-12 and adult education staff developmental program.
4. Provides for the implementation of the District K-12 adopted curriculum through the publication and distribution of curriculum materials and the planning and implementation of necessary teacher training activities.
5. Provides overall direction in the planning of the District K-12 summer school program.
6. Observes the K-12 instructional program and support services by regular visits to schools in the District and by conferring with principals, teachers and parents.
7. Develops and maintains an evaluation system to assess the progress of pupils toward District established standards of achievement in all curricular areas; evaluates District and school performance as measured by District adopted assessments; provides for effective communication of annual performance report results to the Board and the schools.
8. Provides direction to the school principals with respect to establishing standards of expected student progress in each area of the K-12 curriculum.
9. Serves as the chief evaluator of the job performance of the District directors of educational services.
10. Provides direction to the principals in their responsibility of assessing the competence of certificated employees in: (a) achieving goals of student progress, (b) performing adjunct duties as assigned, (c) maintaining proper student control, and (d) preserving a suitable learning environment.
11. Ensures that all instructional materials and equipment necessary for a quality educational program are procured in a timely and coordinated manner, administers the operation of the District Instructional Materials Center, and provides overall direction for textbook adoptions in all area of the K-12 curriculum.
12. Provides broad direction for the development of the District's K-12 school library program.

13. Has the responsibility for providing guidance in the location, selection, and interpretation of the findings research appropriate to the District's K-12 curriculum needs.
14. Has the responsibility for filing such reports with the State Department or the County Office as assigned by the Superintendent.
15. Functions as the liaison staff member on K-12 curriculum and instruction with the staff of the County Superintendent of Schools.
16. Provides counsel and guidance to the K-12 principals of the schools, and serves as a liaison officer between the Superintendent and the school administrators.
17. Works with parents and lay groups in the community in interpreting the K-12 educational programs of the District.
18. Cooperates with District staff personnel in all matters pertaining to K-12 and Adult Education instruction: their implementation, improvement, and evaluations.
19. Represents the District, at the Superintendent's discretion, at local, state, and national meetings and conferences relating directly to the District's instructional needs.

Special Education and Categorical Programs:

1. Provides broad direction and sets standards for all programs pertaining to the District's special education, elementary counseling, psychological services, speech programs and child welfare and attendance services.
2. Provides broad direction and sets District standards for the planning, implementation, and evaluation of all K-12 categorical programs – including, but not limited to, (a) all Consolidated Application programs, (b) the Regional Occupation Programs, (c) VEA programs, (d) and the Work Experience programs.
3. Directs District legal compliance efforts with respect to all laws and regulations governing special education programs and categorical programs.
4. Provides District and school administrators with timely communications and in-service training relative to the laws, regulations, and guideline governing the special education and categorical programs for which they are responsible.
5. Develops and submits applications and reports regarding special education and categorical programs to state and federal agencies as required.
6. Represents the Superintendent in contracting for migrant education services.

OTHER RESPONSIBILITIES:

1. Assists the Superintendent in developing and recommending District policy as it related to the K-12 and adult education instructional programs.
2. Maintains professional competence through participation in in-service educational activities provided by the District and in self-selected professional growth activities.
3. Prepares and presents reports to the Superintendent and Board of Education as directed.
4. Performs any other duties as assigned by the Superintendent.

EDUCATION AND EXPERIENCE: Successful experience as a school or district administrator with experience in developing and implementing education programs for students in grades K-12. Must possess or be able to obtain a valid California Administrative Services Credential. Masters Degree required, Doctorate preferred.

SKILLS AND QUALIFICATIONS: Knowledge of current trends in education and demonstrated ability to manage educational institutions.

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for short periods of time.
4. Work on computers for extended periods of time.
5. Lift and carry up to 25 lbs. at shoulder for short distances.

WORK ENVIRONMENT: Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule.

DAYS OF SERVICE: 225

SALARY: Certificated Management, Range 42 A-E

ADOPTED: H.S. Board 9/28/94
Elem. Board 9/28/94

REVISED: T.U.S.D. Board 12/12/00