

## **JOB DESCRIPTION**

**TITLE:** Assistant Superintendent, Educational Services

**CLASSIFICATION:** Certificated

**REPORTS TO:** Superintendent

**DESCRIPTION:**

Assuming direct responsibility for the daily operation of all educational departments and schools within the District.

**PERFORMANCE RESPONSIBILITIES:**

- \* Supervising the development of all courses of study and curriculum guides and overseeing their adaptation and implementation throughout the District.
- \* Supervising, evaluating, counseling, and assisting principals in the organization and operation of their schools and instructional programs.
- \* Participating in the planning, research, development, implementation, and evaluation of the District's curriculum.
- \* Developing and evaluating the instructional programs of the school sites in the District.
- \* Preparing reports on the school instructional programs and presenting them to cabinet, councils, the Board of Trustees or community organizations.
- \* Providing leadership for articulation between high schools and their respective feeder schools.
- \* Assisting in selecting and recommending the adoption of textbooks, supplementary books, instructional materials, equipment, and supplies.
- \* Planning, developing, and implementing a program of inservice training for teachers and administrators.
- \* Providing leadership in the development and implementation of school attendance areas.
- \* Coordinating, with the Assistant Superintendent, Human Resources, the selection, assignment, and evaluation of school certificated personnel.

- \* Providing leadership in the development and implementation of summer school programs.
- \* Supervising, coordinating, and evaluating the activities of the Principal of Adult Education and Community Programs, Director of Pupil Services and Special Education, Director of Apprenticeship, and Director of Curriculum and Staff Development.
- \* Participating in the planning of new school sites.
- \* Maintaining liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
- \* Preparing and implementing the departmental budget.
- \* Participating as a member of the Superintendent's cabinet.

**QUALIFICATIONS:**

- \* Master's degree (emphasis in Educational Leadership or Organizational Leadership preferred)
- \* Administrative credential
- \* Five years of successful site level administrative experience

**TERMS OF EMPLOYMENT:**

225 days, Management Salary Schedule

BOARD APPROVED 1/24/95

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