


Santa Rosa City Schools

	<p>POSITION DESCRIPTION</p>
<p>Title: Assistant Superintendent of Educational Services</p>	
<p>Department: Educational Services</p>	<p>FLSA Classification: Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis</p>
<p>Bargaining Unit: None</p>	<p>Work Year: 12 Month</p>
<p>Reports to: Superintendent</p>	<p>Board Approval Date: May 11, 2022</p>

Salary Grade: Unscheduled Management (\$172,706 Annual Salary +\$1,200 each for Masters, Ph.D. or Ed.D, and BCLAD or Bilingual Authorization)

Primary Function:

Under the general direction of the Superintendent, serve as the executive head of, and be responsible for, the Educational Operations of the District including the supervision of Educational Services and other offices as assigned by the Superintendent. The Assistant Superintendent of Educational Services is charged with providing clear and effective leadership to ensure district goals, beliefs and policies are clearly communicated and implemented. The Assistant Superintendent of Educational Services is accountable for increasing student achievement through the lens of equity, social justice, and inclusion, and working directly with the Superintendent to conceptualize, develop, research, and implement programs/services to meet the learning needs of all students from Pre Kindergarten through Twelfth grade. Additionally, the Assistant Superintendent of Educational Services is responsible to ensure all instructional programs meet state and federal guidelines. This position serves on the Superintendent’s Cabinet and assists the Superintendent in the overall operation of and management of the District.

Essential Job Functions include, but are not limited to the following:

- Serve as head of the Educational Services Division.
- Responsible for leading the improvement of student academic achievement for all students through an equity, social justice, and inclusion lens.
- Responsible for promoting the academic improvement of student sub-groups including English Learners, Low Income and Foster Youth students.
- Facilitate and lead the integration of Student Services, Special Education, and Educational Services to serve students in an MTSS environment with universal classroom interventions and supports, as well as screeners.
- Interpret District programs and policies to staff and community.

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- Responsible for the preparation, submission, implementation and evaluation of state and federally funded programs and grants.
- Chair a variety of meetings to represent the District, as assigned by the Superintendent and administer the establishment and maintenance of abundant and significant avenues of communication with the communities that schools serve, encouraging feedback.
- Work directly with the Superintendent to develop and lead a service-oriented department to support schools, school site leaders, and instructional staff.
- Evaluate management personnel reporting to him/her regarding their effectiveness in carrying out their responsibilities and their capacity for growth and development, and counsels them regarding such evaluations.
- Ensure the delivery of high-quality support services to schools, school-site leaders, staff, parents, and community members.
- Assist the Superintendent in the evaluation of developing administrator leadership.
- Empower school sites to make decisions that directly serve their students' needs based on multiple data sources.
- Counsel with employees and parents regarding concerns which cannot be resolved at the site level.
- Develop, implement, and monitor processes for compliance, quality and fiscal accountability.
- Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness.
- Serve on the Superintendent's Cabinet in analyzing, developing, coordinating, and implementing strategic goals, budgets, state laws, Board of Education policies, and administrative regulations.
- Visit school sites and classrooms on a regular basis and provide written progress monitoring to the Superintendent.
- Supervise, evaluate, direct and assist department leadership in the development of specific plans to meet identified school targets; assist in determining and acquiring support services.
- Support LCAP Development and implementation including coordinating advisory committees, stakeholder feedback, state and local metrics, and board and county adoption processes.
- Prepares and maintains balanced budgets, and the allocation of funds according to state and federal mandates.
- Assist the Superintendent in the coordination and preparation of the Board agenda and attend all regular and special meetings of the Board of Education and make reports on district programs as directed by the Superintendent.
- Demonstrate leadership in building professional growth opportunities and uplifting of staff morale throughout the district.
- Foster creativity, innovation and a spirit of agency among all practitioners in the system.
- Direct and facilitate District-wide strategic planning efforts.
- Critically analyze current structures, patterns, and processes to identify gaps in

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- alignment and find solutions to current organizational challenges.
- Support acquisition of textbooks and instructional materials for grades Pre Kindergarten-Twelve.
- Provide leadership and assistance in administrative reviews and the WASC accreditation process.
- Develop operational procedures for the District; recommend and review procedures for the allocation of staff; and conduct special studies as authorized.
- Act as the key spokesperson for assigned areas of responsibility. In that capacity, provide public representation regarding district issues on various committees and before special interest groups, citizen groups, and other public meetings.
- Perform related duties as assigned.

Training, Education and Experience

- Any combination of training, education and experience directly related to the duties and responsibilities of the position.
- Master's Degree or higher.
- Successful public school experience in teaching and school administration.
- Demonstrated record of managing large scale systems, program alignment and coherence.

Minimum Requirements

- Ability to pass Department of Justice (DOJ) fingerprint clearance.
- Within 60 days of hire, provision of TB (tuberculin) clearance.

Licenses/Certifications

- A valid Driver's License
- Appropriate California Administrative Services Credential

Abilities and Knowledge

- Research-based strategies and best-practices in classroom instruction and online and blended learning strategies.
- Large and complex educational systems and systems change.
- Principles, National and State trends and development of curriculum and instructional administration and management, including the Common Core State Standards and 21st Century Learning environments.
- Effective oral and written communication skills.
- Current educational administration principles and practices, including site-based management, supervision, evaluation and training. Human Resources, operations, functions and responsibilities and the appropriate supportive services required to ensure operational and instructional effectiveness.
- School and district policies, rules and regulations.

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- Program Budget Administration.
- State and Federal law regulations as they pertain to elementary and secondary education.
- Current and emerging research around teaching, learning and leading.
- Adult learning theory.
- Urban schools and issues facing urban schools including a personal vision of how to create high functioning schools in diverse, urban PK to 12 environments.
- Curriculum, pedagogy, and assessment best practices for large school districts.
- Plan, organize, coordinate, supervise, direct and give administrative direction to employees in a variety of complex professional and technical operations related to Educational Services and District Operations to build a high functioning cross-developmental team.
- Evaluate and set priorities in a constantly changing environment.
- Motivate and initiate continuous learning and growth among professional staff to benefit organizational effectiveness and academic student growth.
- Analyze situations accurately and adopt an effective course of action.
- Prepare comprehensive and clear reports, conduct difficult correspondence and prepare work estimates, specifications and grant proposals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain positive working environments and open communication with District unions and administration.
- Promote positive staff morale.
- Work independently with little direction.
- Develop new policies and procedures in accordance with the needs of the District.
- Multi-task and work under stressful conditions.
- Establish and maintain effective working relationships with staff, students and the public.
- Modify management strategies and programs based upon evaluation data.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, and various community partners in a manner that diffuses misunderstandings and hostility.
- Develop and support high quality, engaging public materials to inspire and explain the work of the district.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Office environment, as well as school sites and classrooms.
- Travel to school sites.
- Hours may vary to meet district and student needs.
- Local and out-of-county travel may be required for the purpose of meetings, events, and other activities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient vision to read copious printed and electronic material.
- Sufficient hearing to conduct in person, telephone, and online platform conversations.
- Sufficient volume, tone, and diction in conversation, on the telephone, and in addressing groups.
- Sufficient physical mobility, and dexterity of hands and fingers to operate technology and other devices.
- Sit for prolonged periods of time.
- Lift and/or carry up to 25 lbs., at waist height for short distances.