



JOB DESCRIPTION

Position Code: 337
Management Group: Cabinet
Work Days: 225
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POSITION TITLE: Deputy Superintendent, Schools and Student Support

DEFINITION: Responsible for leading, planning, organizing, directing, and coordinating the academic programs for all schools; has primary authority and accountability for the district's academic performance; provides leadership, vision and strategic direction for the district's curriculum, instruction, assessment and school support initiatives, oversees professional development for all teachers and principals.

DIRECTLY RESPONSIBLE TO: Superintendent of Schools

SUPERVISION OVER: Associate Superintendent, Educational Services; Assistant Superintendent, Elementary Education and Programs; Assistant Superintendent, Secondary *Schools and Programs*; Director, Professional Learning and Innovation; Director, Continuous Improvement and LCAP and other Certificated and Classified employees as assigned.

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Plans, organizes, and directs district-wide efforts for improving student achievement and evaluates the effectiveness of implemented efforts in collaboration with the superintendent for assigned areas.
2. Facilitates and monitors the implementation of state and federal categorical programs, the Local Control and Accountability Plan (LCAP), related district and school improvement processes, and ensures district compliance with applicable state and federal laws, regulations, and rules.
3. Directs the implementation of and monitors support of educational programs, curriculum, staff development and evaluations, student assessments, community relations, and other applicable district-wide responsibilities.
4. Collaborates with school administrators, departments, and district programs to develop and implement effective instructional programs and trainings for district staff.
5. Develops and prepares the annual budget for assigned areas of responsibility including analyzing and reviewing budgetary and financial data to monitor and authorize expenditures in accordance with established guidelines.
6. Monitors and assesses the effectiveness of implemented initiatives through regular visits to school sites and classrooms and provides progress reports to the superintendent.
7. Advises the superintendent on all matters concerning district academic programs, academic performance, curriculum, and assessments.
8. Assists the superintendent in the development of policy and procedure recommendations concerning district academic programs, curriculum development and assessment of school support initiatives.
9. Provides consultative and technical expertise to administrators and other district personnel concerning assigned areas of responsibility.
10. Assists the superintendent in directing the implementation of the District Strategic Plan.
11. Collaborates and communicates with other administrators, district staff and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

12. Serves as a member of the Superintendent's Cabinet and attends all meetings of the Board of Education.
13. Acts as a liaison for the district in collaborating with legislators, state officials, local government officials and citizen committees, as appropriate.
14. Collaborates with members of the Board of Education, labor organizations, business and community members, and agencies to develop partnerships that support students and the district.
15. Supervises and evaluates the performance of assigned personnel and assists with disciplinary actions and meetings as necessary and makes recommendations for transfers, reassignments, and terminations.
16. Prepares board agenda items and packets and prepares a variety of correspondence and statistical reports.
17. Collaborates with parents in areas of curriculum, conflict resolution, and site specific issues.
18. Performs all other duties assigned by the Superintendent of Schools.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to a Master's degree from an accredited college or university; Doctorate preferred; ten years of increasingly responsible supervisory experience, including both at the district and site level; five years of experience at the district level is preferred. Must possess a valid California administrative services credential and a valid California teaching credential.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of applicable state and federal laws, codes, rules and regulations
- Knowledge of research based educational programs, curriculum and instructional practices
- Knowledge of employee organization contracts
- Knowledge of budget preparation and control
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with all levels of district staff, stakeholders, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, stakeholders, and the community
- Ability to analyze situations and adopt an effective course of action
- Ability to establish priorities and meet deadlines
- Ability to plan, organize and administer the delivery of school improvement initiatives that close the achievement gap
- Ability to interpret, apply and explain applicable state and federal laws, codes, rules and regulations and district policies and procedures

- Ability to analyze, interpret, and explain data and prepare comprehensive statistical and analytical reports
- Ability to prepare and deliver formal presentations
- Ability to plan, organize, and direct the work of self and others

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Frequent travel between district sites

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally and attend conferences/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 2/26/2019
Revised: 2/29/2023