



JOB DESCRIPTION

Position Code: 338
Management Group: Cabinet
Work Days: 225
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POSITION TITLE: Assistant Superintendent, Educational Services

DEFINITION: Under direction of the Superintendent, plans, organizes, monitors and administers the District's instructional goals; oversees and supervises the instructional program, curriculum development and alignment, professional development for certificated and classified employees, library services and selection of instructional materials; oversees student services, special education, English Learner services and other categorical programs; coordinates district-wide assessment program including data analysis; leads, supervises, and supports staff to achieve student achievement objectives.

DIRECTLY RESPONSIBLE TO: Chief Academic Officer

SUPERVISION OVER: Certificated and classified staff as assigned, including directors and principals

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

1. Provides direction for the development and implementation of an instructional program consistent with established philosophy, goals, and objectives of the District.
2. Oversees and supervises curriculum development and revisions, including curriculum alignment K-12, selection of instructional materials, implementation of formative assessments, and appropriate professional development.
3. Provides leadership and support to site administrators and instructional staff in establishing standards of expected student progress in each instructional area of the K-12 curriculum.
4. Monitors standardized assessment process; provides timely reports of student achievement and progress as determined by multiple measures (including presentations at Board meetings, reports to parents, SARC, etc.).
5. Provides direction and support for student services, including suspensions and expulsions, registration and transfers, Child Welfare and Attendance, health and wellness, counseling and related services.
6. Oversees Special Education programs, including support staff and related services, and support for regular education students with special needs.
7. Administers all categorical programs, including budget preparation and monitoring; coordinates with school sites on effective uses of categorical funds.
8. Administers District visual and performing arts programs.
9. Directs the District's summer school program.
10. Develops the annual preliminary budget for the department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
11. Assists as needed in development of policies, procedures and programs; provides technical expertise to Superintendent regarding assigned functions.
12. Supervises and evaluates performance of assigned staff; assists in selection of employees and certificated staffing recommendations.
13. Maintains records and provides State and Federal reports as required.

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14. Serves as a member of the District Cabinet and Leadership Team; represents the District at various meetings, conferences and events, as needed and appropriate.
15. Attends Board meetings, prepares agenda items, presents goals, information, reports, and recommendations to the Board, as appropriate.
16. Supervision of assigned Director level positions.

QUALIFICATIONS:

Education and Experience:

Master's degree in Education from an accredited college or university; Doctorate desirable; valid California Teaching Credential; Administrative Credential; site administrative experience preferred; preferred district office administrative experience.

Knowledge, Skills, and Abilities:

- Knowledge of principles, techniques, strategies, trends, goals and objectives of comprehensive educational services programs
- Knowledge of philosophical, educational, and legal aspects of public education, organizational management, and coordination process, program planning, and evaluation
- Knowledge of Common Core State Standards and English Learner standards, assessment practices, instructional materials, and current instructional research
- Knowledge of data analysis and reporting, use of data to improve instruction and increase student achievement
- Knowledge of classroom, site, or department management
- Knowledge of board Policies and Administrative Regulations
- Knowledge of budget development and management
- Ability to maximize use of District resources to improve student achievement
- Ability to supervise and evaluate performance of assigned staff
- Ability communicate effectively with a wide variety of people including staff, students, and parents both orally and in writing
- Ability to make sound decisions based on the process of evaluation, determining and selecting alternatives
- Ability to work independently with little direction while functioning effectively as a member of the District Leadership Team
- Ability to plan, organize, and chair effective meetings
- Ability to demonstrate strong consultative, team building and teaching skills
- Ability to plan and assist in professional development activities for staff providing Educational Services functions
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to solve problems and find answers
- Ability to work with integrity and discretion

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Continuous contact with staff and the public
- Drive a vehicle to conduct work

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

- Sufficient vision to read volumes of printed material
- Sufficient hearing to conduct in-person and telephone conversations
- Sitting or standing for extended periods of time
- Sufficient physical mobility to move about the district in a personal vehicle
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups
- Physical, mental, and emotional stamina to endure long hours, sometimes under stressful conditions

Other Characteristics:

- Possession of a valid California driver's license
- Willing to work additional hours periodically
- Willing to travel locally

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 Approval: 05/27/2014