



## JOB DESCRIPTION

**Position Code:** 304  
**Management Group:** Cabinet  
**Work Days:** 225  
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**POSITION TITLE:** Assistant Superintendent, Elementary Education

**DEFINITION:** The Assistant Superintendent, Elementary Education will assume administrative responsibility for the operation of all elementary schools, K-8 schools, and Early Childhood Education (ECE).

**DIRECTLY RESPONSIBLE TO:** Associate Superintendent, Schools and Student Support

**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. Direct curriculum development and improvement in the elementary and K-8 schools of the district and the articulation of the curriculum with that of the secondary schools.
2. Coach, lead, and evaluate elementary principals, K-8 principals, K-8 directors, and the Director of Early Elementary Education.
3. Identify needs for the in-service training of elementary and K-8 teachers and administrators for the purposes of program evaluation and improvement.
4. Interpret district and state tests results to the elementary K-8 administrators for the purposes of program evaluation and improvement.
5. Monitor the process of selection of instructional materials and equipment for all elementary and K-8 programs.
6. Monitor legislation and communicate implications of legislation to the Superintendent and his/her staff.
7. Hear and adjudicate appeals of intra-district elementary and K-8 student transfer requests.
8. Assist with budget preparation for ECE, elementary and K-8 schools, and assist with the management of elementary and K-8 expenditures.
9. Serve as a member of the Superintendent's Cabinet.
10. Serve as chairperson of elementary and K-8 council, and conduct regular meetings with assigned principals.
11. Monitor the process for K-8 textbook program including selection, adoption, ordering, and distribution of all K-8 textbooks.
12. Assist in recruiting, screening, and selection of elementary and K-8 school administrators.
13. Perform other duties as assigned.

## QUALIFICATIONS

### Licenses and Certificates:

- Possession of an administrative services credential and appropriate teaching credential issued by the California Commission on Teaching Credentialing
- Possession of a valid California driver's license

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### Knowledge, Skills, and Abilities:

- Knowledge of the California Education Code; administrative and board policy; federal and state laws, codes, regulations, and requirements pertaining to areas of assigned responsibility
- Knowledge of principles and practices of modern management including personnel administration, administrative planning, organizational development, budgeting, collective bargaining, purchasing, and information processing
- Knowledge of funding sources for elementary and K-8 programs and related regulations, controls, and reporting procedures
- Ability to direct curriculum development, improvement, and articulation in elementary and K-8 schools
- Ability to select, train, lead, and evaluate staff relative to program objectives
- Ability to interpret district and state test results
- Ability to ensure all programs and activities are operated within the limits and intent of state and federal law
- Ability to work cooperatively with leaders of other administrative programs
- Ability to monitor legislation
- Ability to prepare and submit reports and other documents
- Ability to serve as a member of the Superintendent's Cabinet
- Ability to serve as chairperson of elementary and K-8 management council
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain cooperative and professional working relationships with individuals and groups as well as with public and private agency personnel
- Ability to analyze data and situations, render judgment, make decisions, and solve problems efficiently and effectively
- Ability to maintain consistent, punctual, and regular attendance
- Possess interpersonal skills such as tact, patience, and courtesy

### Health

- Evidence of freedom from active tuberculosis (CA Education Code section 49406)

## **WORKING CONDITIONS**

### Work Environment:

- Indoor office environment
- Continuous contact with staff, students, and the public
- May drive a vehicle to conduct work

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

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, with small groups and on the telephone
- Remain in a stationary position for extended periods of time
- Sufficient physical mobility to move about the district and drive an automobile
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

### Hazards

- Contact with dissatisfied or abusive individuals

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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: 6/29/2016

Updated: 3/01/2013

Updated: