



JOB DESCRIPTION

Position Code: 288
Management Group: Cabinet
Work Calendar: 003
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POSITION TITLE: Assistant Superintendent, Secondary Education and Programs

DEFINITION: Under the direction of the Deputy Superintendent Schools and Student Support, assume administrative responsibility for the operation of all secondary schools and programs, as assigned.

DIRECTLY RESPONSIBLE TO: Deputy Superintendent, Schools and Student Support

SUPERVISION OVER: Middle and High School principals as assigned, other certificated or 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. Directs curriculum development and improvement of assigned secondary schools and programs within the district.
2. Coaches, leads and evaluates principals and other departmental staff and provides support to develop instructional leadership and improve student learning.
3. Builds and fosters collaborative partnerships with employee organizations, departments and stakeholders in support of continuous improvement within the secondary division.
4. Identifies needs for the in-service training of secondary education staff and administrators for the purposes of program implementation, evaluation and improvement.
5. Interprets district and state assessment results to guide secondary school principals, and co-administrators, and program staff for the purpose of program implementation, evaluation and continuous improvement.
6. Monitors the process of selection of instructional materials and equipment for all secondary education programs, as assigned.
7. Monitors legislation and communicates implications of that legislation to the Deputy Superintendent, Schools and Student Support.
8. Reviews intra-district secondary school student transfer appeals, student retention recommendations, and other related appeals.
9. Assists with budget preparation for secondary schools and associated programs and assists with management of expenditures of secondary schools, as assigned.
10. Serves as a member of Superintendent's Cabinet and attends all meetings of the Board of Education.
11. Conducts regular meetings with site administrators and other program staff.
12. May serve as a staff liaison to board appointed committees.
13. Supports the process for secondary education textbook program including selection, adoption, ordering and distribution of all applicable instructional materials schools and programs, as assigned.
14. Assists in recruiting, screening and selection of secondary school-site administrators and other program staff.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to a Master's degree and management experience with progressively increasing responsibility. At least three years successful experience as a secondary school principal or equivalent district office level administrative experience in the areas of developing and implementing curriculum, supporting school site leaders, and oversight of academic programs. Must possess a valid California administrative services credential and 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 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 secondary schools and programs and the variety of related regulations, controls and reporting procedures
- Knowledge of interpersonal skills using tact, patience and courtesy
- Knowledge of budget preparation and control
- Knowledge and skill in the use of computers and assorted software programs
- Ability to direct curriculum development, improvement and articulation at the secondary school site level
- Ability to select, train, lead and evaluate staff relative to program objectives
- Ability to interpret district and state assessment results
- Ability to ensure all programs and activities are operated within the limits and intent of the state and federal law
- Ability to work collaboratively with leaders of other administrative programs and labor management groups
- Ability to prepare and submit reports and other documents
- Ability to monitor and interpret applicable legislation
- Ability to attend regularly scheduled meetings of the Board of Education
- Ability to serve as staff liaison to board appointed committees
- Ability to understand and follow verbal and written instruction
- Ability to work independently, with minimal direction, and make decisions within the framework of established guidelines
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to work effectively with all levels of district staff, parents, labor leaders, and the community
- Ability to analyze data and situations and adopt an effective course of action
- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff and the public

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

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally to attend meetings and other events

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: 5/25/2010
Revised: 3/23/2021 (Updated Title and Duties)