OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION

SALARY LEVEL:	Contracted	DIVISION:	Administration
REPORTS TO:	Superintendent	LOCATION:	District Office
APPROVED BY:	Board of Trustees	DATE:	6/21/2023

SUMMARY:

Under the general direction of the Superintendent, as a member of the administrative team, performs assigned managerial responsibilities, exercises delegated authority as assigned under District Policy, the Education Code, State of California, and/or Administrative Code-Title V-Education.

Leads the Educational Services Department in the planning, development, implementation, delivery and evaluation of instructional programs for all OUHSD students. Provides leadership and supervision of curriculum and instruction, including special education, state and federal funding, pupil services, program evaluation, student assessment, and professional development.

Fosters continuous school improvement in academic content standards, teaching and learning, professional development, parent engagement, and governance and funding. Ensures compliance with policies, practices, and procedures. Supervises and evaluates the performance of assigned personnel.

ESSENTIAL DUTIES: The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar tasks not listed here.

- Work with the Superintendent, cabinet members, site personnel, and advisory committees to regularly assess district philosophies, monitor student learning progress and revise goals, as appropriate, outlined in the district's strategic plan and LCAP.
- Work with the Superintendent, cabinet members, site personnel, and advisory committees to identify instructional priorities and develop policies and practices that promote establishing and maintaining a high quality instructional program that meets the diverse needs of all students.
- Develop a strategic approach and work with stakeholders to adopt, implement, monitor, and evaluate research-based programs that support the acquisition of appropriate grade level Common Core State Standards and continuous learning.
- Effectively use data to monitor student progress and achievement and inform decision making as it pertains to budget, programs, and personnel.
- Work cooperatively with district and site administrators and appropriate personnel to manage and oversee state and federal budgets, programs, and staffing.
- Analyze the district's systems and structures to foster and continuously improve high quality teaching and learning with an emphasis on eliminating any achievement gaps that may exist.

- Facilitation of and capacity building for district leaders to engage in frequent and regular data-based review of progress and subsequent implementation of warranted actions.
- Promote the development and increasing support of parent involvement and community partnerships.
- Work with district and site personnel to oversee the development of district and site plans i.e. Local Educational Agency Plan (LCAP), Strategic Plan, Single Plan for School Achievement (SPSA), etc.
- Ensure the timely and accurate completion of federal, state, and local mandated reporting and plan writing.
- Coordinate and facilitate the district's textbook adoption process.
- Work with district and site personnel to develop, implement, monitor, and evaluate before/after school programs and summer school.
- Provide leadership, supervision, and oversight to site administrators as determined by the Superintendent or as necessary.
- Clearly articulate and communicate district vision, expectations, and priorities with staff, parents, and community.
- Collaborate with district and site personnel, advisory committees, businesses, and community organizations to seek donations, identify and write grants, and explore opportunities for additional funding.
- Work collaboratively with other school district representatives to establish and maintain articulation efforts, professional networking, and positive inter-district relationships.
- In the absence of the Superintendent, perform the duties of the Superintendent as requested.
- Provides leadership in school improvement processes, programs, and systems, including the development of accountability measures and high expectations and standards for quality teaching and learning.
- Provides leadership in the implementation of Common Core, standards-based curriculum and in the development of professional development programs District-wide and for individual schools.
- Delivers periodic reports and presentations to the Governing Board, school personnel, and parents and community regarding curriculum and instruction, staff development, and program effectiveness.
- Monitors coherence in student learning through continuous alignment of standards, assessment, accountability, and intervention practices.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Applicable Education Codes
- Federal, state and district regulations, policies, and laws
- State content standards
- California standards for the teaching profession
- Current research based practices for instructional effectiveness
- Current research based practices for professional development effectiveness

- Proficient use of data to inform decision making, program implementation, and monitoring student learning

Skills and Abilities:

- Develop awareness within the staff of the need for teamwork and cooperation among the schools.
- Provide assistance in the design of an educational program suited to the needs of each individual student and appropriate to the desires of the community.
- Provide assistance in the design of standards and assessment for the district curriculum which will enable sequential learning development.
- Understand and develop district budgets including state and federal funds.
- Maintain professional confidentiality
- Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals.
- Communicate effectively, both orally and in writing.
- Work harmoniously with school/district personnel, parents, students, supervisors, and departments.

EXPERIENCE AND EDUCATION

Experience: Five (5) years classroom teaching experience; five (5) years administrative experience; District Level Administrative experience preferred

Education:

Master's Degree or advanced degree from an accredited college or university is required.
Doctorate or evidence of coursework leading to Doctorate in Educational Administration or related field preferred
California Administrative Credential required
Valid California Teaching Credential required

PHYSICAL DEMANDS:

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

While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move up to ten pounds such as files or records. Specific vision abilities required by this position include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.