

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Assistant Superintendent of Teaching and Learning
CLASSIFICATION: Certificated
REPORTS TO: Superintendent

DESCRIPTION:

Under the direction of the Superintendent, the Assistant Superintendent of Teaching and Learning serves as the Chief Academic Officer of the District and provides leadership for developing, achieving, and maintaining highly effective educational programs and services. Supervises assigned staff in developing, improving, and implementing the curricula, professional development and instructional programs.

The Assistant Superintendent of Teaching and Learning is directly responsible to the Superintendent for developing, implementing, and evaluating the District's school programs, curriculum, assessment, and staff development activities. Promotes a vision that supports a comprehensive and vertically articulated instructional program that is understood by staff, parents, students, outside agencies, and advisory boards. Plans, organizes, directs, and integrates a complex system of programs and services for schools serving a TK-Adult student population.

The Assistant Superintendent of Teaching and Learning serves as a member of the Superintendent's Executive Cabinet and participates in overall District planning, decision making and operation. They are responsible for the completion of special assignments or projects, inside or outside the scope of their division, as may be assigned by the Superintendent. This position reports directly to the Superintendent.

PERFORMANCE RESPONSIBILITIES:

- Serve as a member of the Superintendent's Executive Cabinet; assist the Superintendent in the general planning, organization and management of the District
- Supervise the development of all courses of study and curriculum guides and oversee their adaptation and implementation throughout the District in accordance with Education Codes and District policy
- Participate in the development, implementation, and evaluation of the District's Organizational Work Plan
- Supervise, evaluate, counsel, and assist assigned managers in the organization and the daily operation of the schools and instructional programs
- Coordinate the development, implementation and evaluation of the District's LCAP
- Participate in the planning, research, development, implementation, and evaluation of the District's instructional programs in accordance with Education Codes and District policy
- Prepare reports on the various instructional programs and present them to the Board of Trustees, District leadership and community groups/organizations
- Ensure vertical articulation between high schools and their feeder school programs
- Supervise the selection process and subsequent recommendations for adopted textbooks and supplementary instructional books, materials, equipment, and supplies
- Plan, develop, and implement a comprehensive professional development program for teachers and administrators, including an onboarding process for new employees
- Coordinate with the Assistant Superintendents of Human Resources and Student Support Services in the selection, assignment, and evaluation of school personnel
- Develop and implement the District's summer intervention and enrichment programs

- Supervise, coordinate, and evaluate the District's Adult Education and Career Technical Education Programs
- Coordinate the planning process related to new schools and/or academic programs
- Engage with social, professional, civic, volunteer and other community agencies and groups having interest in schools
- Prepare and implement various departmental budgets that are aligned to the District's mission and vision and the organizational work plan
- Participate as an engaged and productive member of the Superintendent's Executive and Extended Cabinets

KNOWLEDGE OF:

- CA Education Code and relevant case law relating to public education and school administration and the relationship between State law, Board Policy and Administrative Regulations
- Theory and practice of public education and administration, including effective leadership skills, personnel supervision, administrative planning, organizational development, budgeting, and information processing
- Office management principles, methods, and procedures
- Staff supervision, staff development and effective management techniques
- Instructional methodology, learning theory and practice
- Assessment techniques, including data disaggregation and analysis
- Curriculum issues, trends, and theories
- The positive impact of effective integration of technology into high-quality classroom instructional practice
- Funding sources for educational programs and the variety of related regulations, controls and reporting procedures

ABILITY TO:

- Manage a large division within a larger organization
- Maintain positive staff relations, utilizing collaborative models
- Perform work in an office setting and in an environment having considerable requirement for extended work hours
- Respond promptly to request of internal and external clients; provide them needed direction, assistance, training, materials and resources
- Plan, direct, and establish priorities and simultaneously coordinate a variety of short- and long-term projects
- Identify and analyze present and potential problems, develop and evaluate solutions and propose plans of action
- Prepare and present clear and concise reports
- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work
- Establish and maintain cooperative and professional working relationship with individuals, groups, public and private agency personnel
- Analyze data and situations; render judgment, make decisions and solve problems efficiently and effectively
- Interpret and apply laws, rules, regulations, and policies related to educational services
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium that is appropriate to each audience
- Supervise and evaluate the activities of others
- Oversee a wide range of educational programs and relate to the personnel associated with those

- programs; set standards and assist others in meeting those standards
- Select, train, supervise and evaluate staff relative to program objectives; observe and document performance; design data-based continuous improvement processes
- Make use of technology for information, communication and data management
- Foster a growth-focused environment for the supporting student and adult learning
- Identify and analyze present and potential problems; develop and evaluate alternate solutions and recommend effective plans of action

EXPERIENCE:

- Curriculum and instruction experience
- Staff development training experience
- Research and evaluation experience
- Teaching experience
- Principal experience
- Experience in management positions with demonstrated results

QUALIFICATIONS:

- Master's degree (with an emphasis in educational or organizational leadership)
- Three (3) years of successful and recent experience in central office leadership or curriculum, instruction, or other educational services -OR- a minimum of five (5) years of site-level administration experience that would provide the equivalent levels of the identified knowledge and abilities
- California Administrative Services Credential
- Doctoral degree (desired)

TERMS OF EMPLOYMENT:

220 days

Board Approved: March 12, 2019