

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Deputy Superintendent

CLASSIFICATION: Classified or Certificated

REPORTS TO: Superintendent

DESCRIPTION: In addition to their divisional leadership role (anchor position), the Deputy Superintendent serves as the Superintendent's designee and works to promote and support organizational excellence through effective resource administration within an environment that embraces diversity and promotes equitable and inclusive practices across the organization.

PERFORMANCE RESPONSIBILITIES:

- Serves as the chief officer of the district in the absence of the Superintendent
- Assumes designated responsibilities across divisional lines as directed by the Superintendent
- Demonstrates foresight, examines issues, and takes initiative to improve PUSD programs
- Provides leadership relating to the District's diversity, equity and inclusion (DEI) initiatives
- Supports the development, interpretation, and implementation of Board Policies and Administrative Regulations
- Supervises the preparation and delivery of reports required by the Board of Trustees and key regulatory entities including those at the County, State, and Federal levels
- Guides district planning efforts relating to enrollment and staffing
- Works across divisions to guide implementation of the PUSD Organizational Work Plan
- Collaborates with the City of Pleasanton to advocate for District priorities

QUALIFICATIONS:

Knowledge of:

California Education Code, fiscal analysis, quantitative methods and analysis, budgeting and contracts administration principles and practices; effective supervision techniques; problem solving processes and techniques; demographics and school planning; basic school accounting and financial management principles.

Ability to:

Lead a large and complex organization of employees; engage stakeholders and develop consensus; give complex oral and written directions in English; compose clear, complete and concise correspondence and reports.

Training and Experience:

Same as anchor position

Education/Credential:

A Bachelor's Degree and five-years of experience in a related field or ten-years of education and/or experience in a leadership position in business administration or educational administration.