

Oak Grove School District

JOB TITLE: Assistant Superintendent of Educational Services

SALARY RANGE:

Assistant Superintendent Salary Schedule
Based on Experience

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To direct, administer, and manage all direct instructional programs, activities, and support services in the District. Employees in this classification receive general direction within a broad framework of overall objectives. Employees in this job class direct, supervise, and coordinate the work of others. This job class is responsible for the development, implementation, and evaluation of District instructional programs and support services and for providing leadership and support to schools and principals within the designated attendance area. This job class functions as a member of the District Executive Team and provides direction in the formulation and implementation of District policies.

TYPICAL DUTIES

- Administer and supervise the development, implementation, and evaluation of all instructional programs and instructional support services/personnel including special education, child welfare and attendance, guidance media services, categorically and non-categorically funded programs, and health services
- Direct the formulation and implementation of individual school instructional plans and District instructional programs
- Oversee the selection and acquisition of all instructional aides, materials, and supplies designated for use throughout the District
- Supervise the development and publication of handbooks, guides, reports, forms, and other documents to facilitate management of instructional and instructional support programs
- Supervise and evaluate the work and effectiveness of District management staff to include the Director of Curriculum, Instruction and Assessment, Director of Student, Family and Community Services, and the Director of Special Education
- Interpret and assure compliance with Federal, State, and District regulations and policies related to instructional programs and/or the Educational Services Division
- Is responsible for the preparation of reports as required by the Superintendent or other authorized officials or agencies
- Identify instructional policy needs, provide leadership in formulating instructional policy and/or procedural recommendations
- Promote and provide appropriate communication within the Educational Services Division and between the Division and other District personnel
- Lead and facilitate the development of the Local Control Accountability Plan
- Monitor the performance of principals and provide appropriate evaluative data to the Superintendent

- Supervise preparation and management of the divisional budget; assist in development of the District budget
- Participate in the screening process for selection of administrative personnel
- Attend and participate or present at Board meetings and other meetings as requested by the Superintendent; organize and conduct meetings of principals and managers
- Participate in collective bargaining and contract management activities
- Assist school staffs, upon request, in the planning, implementation and evaluation of programs and activities
- Serve as liaison for and representative of the Superintendent's Office in assigned community related matters and resolution of formal complaints and concerns
- Act as the lead for East Side Alliance in partnership with other school districts that link to East Side Union High School District
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Master's degree from an accredited college or university with major course work in education or related field
- California Administrative Services Credential
- Site Principal experience for 3 or more years
- Director level experience in a school district setting
- Knowledge of program planning, development, and evaluation methods, techniques and practices
- Knowledge of Federal, State, and District laws, regulations, and policies as they relate to instructional programs and support services
- Knowledge of budget planning and administration
- Knowledge of personnel evaluation methods, techniques, and practices; knowledge of proper management and supervisory techniques and methods
- Skill to interpret, apply, and enforce Federal, State, and District laws, regulations and guidelines
- Skill to maintain, analyze, and interpret data and to prepare necessary reports
- Skill to plan, organize, implement and coordinate programs and activities according to established goals and objectives
- Skill to direct, coordinate, supervise, and evaluate the work of others

- Skill to identify problem areas or situations, secure relevant information by relating data from different sources, and make appropriate decisions based on logical assumptions and sound reasoning
- Skill to communicate effectively in both written and oral forms
- Skill to motivate others in the common accomplishment of stated goals and objectives
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

ENVIRONMENT:

- Office environment subject to constant interruptions
- Field work; visiting schools/facilities
- Attends evening and weekend events such as board meetings, student awards and site activities

PHYSICAL DEMANDS:

- Stand and walk for extended periods of time
- Hear and speak to exchange information in person or virtually; near and far vision, and depth perception to monitor and evaluate staff or students; read written or printed notes and materials
- Ability to lift, carry, push or pull 25 pounds of instructional materials or work equipment; reach in all directions
- Bend, twist, kneel and stoop
- Dexterity of hands and fingers to manipulate work tools and operate audio-visual and educational training equipment, write legible reports
- Speak clearly and communicate effectively to present to groups
- Observe classroom instructional and counseling practices

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Department.