

Position: Assistant Superintendent	FLSA: Exempt	Work Days: 223
Reports to: Superintendent or Designee	Salary: Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the Superintendent or designee the Assistant Superintendent plans, directs, manages and oversees all activities and operations in their assigned department(s); supervises other departments as directed by the Superintendent; and provides responsible and complex administrative support to the Superintendent or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and Theory of Action.
- Plan, direct, manage and oversee all activities and operations related to assigned department(s); supervise and direct staff; recommend, administer, and when needed, update policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
- Manage the development and implementation of goals, objectives, policies, and priorities for assigned department(s).
- Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of district policies and practices; develop a system that regularly reviews and monitors district policies, practices and procedures to ensure services and programs are continually aligned and improved; allocate resources accordingly.
- Provide technical and intellectual expertise regarding assigned functions; formulate and develop practices and procedures.
- Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Supervise, train, motivate and evaluate assigned personnel and provide clear expectations for professional growth; provide or coordinate staff training; work with employees to correct deficiencies; discipline subordinates as appropriate.
- Guides lower level managerial and supervisory staff in supervisory practices and may serve as a reviewer of evaluations.
- Participate in the development and administration of the budget for assigned department(s); forecast funds needed for staffing, equipment, materials, and supplies; authorize expenditures in accordance with established guidelines to ensure effective and efficient use of materials, budgets and human capital to accomplish district goals and objectives; implement budgetary adjustments as appropriate and necessary.

Assistant Superintendent – Continued

- Oversee preparation and maintenance of a variety of narrative and statistical reports, records and files; explain, justify and defend programs, policies, and activities related to assigned department(s); negotiate and resolve sensitive and controversial issues.
- Analyze and use data to develop long and short-range plans to improve systems and processes.
- If requested, serve as a member of the Superintendent's cabinet to ensure all district actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to established district policy.
- Provide staff assistance to the Superintendent; participate on a variety of boards, commissions and committees as requested; prepare and present staff reports and other necessary correspondence.
- Represent the District to the Board of Trustees and outside agencies on matters related to assigned department(s); coordinate activities with those of other districts and outside agencies and organizations as requested.
- Attend Board meetings; prepare and present information at Board meetings as requested.
- If requested, serve as a District representative in the collective bargaining process for any/all bargaining units
- Attend and participate in professional group meetings; stay abreast of changes and new developments in education.
- Respond to and resolve difficult and sensitive parent and community inquiries and complaints.
- Visit school sites and classrooms on a regular basis.
- Establish and lead interdepartmental teams to address complex district issues; create and monitor a culture of collaboration and continuous improvement soliciting feedback from staff, families, students and the community.
- As required, assist Principals in the development of school programs.
- Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict; present draft proposals to the Superintendent.
- Promote alignment and continuity of systems and processes to identify and encourage leadership potential
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Education programs and curriculum.
- College and Career readiness metrics.
- Strategies and best practices to eliminate the achievement gap, disparity and disproportionality.
- Technical aspects of field specialty.

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- Management skills to analyze programs, policies and operational needs.
- Conflict resolution strategies and team building principles and techniques.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and administration.
- Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.
- Education code related to assigned department(s).
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization operations, policies, goals and objectives.

Ability to:

- Apply an exemplary work ethic directed at continuous learning and improvement.
- Be deeply committed to learning and to teaching others.
- Demonstrate character and honesty.
- Demonstrate loyalty and high ethical standards.
- Demonstrate and prize integrity.
- Show self-control, especially under pressure.
- Maintain confidentiality.
- Be willing to go the extra distance for the organization; believe that individual success is the byproduct of placing the organization first.
- Utilize data in conjunction with instinct to take action and do what is right.
- Work independently with little direction.
- Utilize collaboration as the tool to accomplish more.
- Face uncertainty and ambiguity as opportunities to experience, learn and grow.
- Implement systems, structures and protocols for clarity.
- Lead and direct the operations, services and activities related to assigned department(s).
- Develop and administer, department goals, objectives, and procedures.
- Plan, organize, direct and coordinate the work of direct reports.
- Delegate authority and responsibility.
- Plan and organize work to meet schedules and deadlines.
- Supervise, train, motivate and evaluate assigned personnel.
- Give corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Identify and respond to community and District issues, concerns and needs.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Relentlessly seek improvement through our Cycle of Continuously Learning and Improvement.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures.
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy.
- Demonstrate respect for each person in the organization.
- Establish and maintain effective working relationships with those contacted in the course of work.

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- Maintain professional relationships with the Board of Trustees, Superintendent, other members of cabinet, parents, community members, colleagues, staff and school-related outside agencies.
- Work collaboratively and build positive relationships with a diverse range of stakeholders
- Translate theory into action.

- Maintain effective audio-visual discrimination and perception for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
 - Making sound decisions
 - Demonstrating intellectual capabilities.

PHYSICAL ABILITIES

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Master’s degree from an accredited college or university with major course work in education, education administration, public administration or a related field.
- Experience: Five years of increasingly responsible experience in education, including at least two years of administrative experience at the Principal level or higher, or the equivalent.

LICENSES AND CERTIFICATES

Valid California driver’s license

Valid California Teaching Credential preferred

Valid California Administrative Credential preferred