



Romoland School District

serves, challenges, and inspires all students to achieve
academic excellence, build character, and pursue life long learning.

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

Definition

Under the direction of the Superintendent, provides leadership in the areas of curriculum and instruction, staff development, accountability, categorical programs, special programs and services, and other duties as assigned by the Superintendent of Schools.

Duties and Responsibilities

- ❖ Supervises the K-8 educational program which encompasses instruction, staff development, accountability, and categorical programs.
 - Provides leadership in all K-8 curricular areas to ensure a rigorous and relevant learning environment for all students
 - Organizes the best possible support services for schools and staff in furtherance of District Goals.
 - Makes curriculum recommendations to Superintendent and Board of Education
 - Supervises the federal, state, and local assessment programs and disaggregates and disseminates achievement data to various stakeholders as appropriate
 - Provides staff development to improve delivery of District curriculum while meeting state mandates and District and Superintendent-Board Goals
 - Develops, implements, and evaluates a sustained staff development program for professional growth
 - Maintains longitudinal collection of data to be used for regularly required reporting purpose to state and federal agencies, or for decision-making functions within the District
 - Develop and administer needs assessment instruments
 - Prepare, implement, and monitor annual school accountability report cards and other federal, state, and local educational plans.
 - Monitor and evaluate Program Improvement and other state and federal programs
 - Monitor all District and school site categorical budgets including grants
 - Monitor the District's English Language Learner program
 - Prepare and present Board of Education items for the Educational Services Department
- ❖ Provides leadership, knowledge and expertise in directing the District educational program and in supervising the Director of Pupil Services in order to:
 - Provide direction for incorporation legal requirements, state mandates, and District Vision
 - Provide direction of the District's Special Education, Section 504, attendance, health, inter/intradistrict transfer, and other related pupil services programs
 - Monitor program quality assurance including student's growth and access to the core curriculum
 - Complete state reports and waivers as required

- Monitor and approve all expenditures within the budget
- Monitor caseloads of District education staff
- Direct and facilitate District Head Start Preschool, Early Childhood Education, before and after school programs and interventions, and extended day services

Qualifications

Credentials and Experience: Valid California Administrative Services Credential or the ability to obtain one and Master's Degree; four years of successful teaching experience; three years of successful site or district level administration.

License Required: Possession of a valid and appropriate California Driver's license. May be required to provide own transportation to school sites and county/consortium/state meetings during the work day.

Knowledge of: Best practices in rigorous, integrated instructional delivery; state and federal laws and mandates; conflict resolution strategies and team building techniques; analyzing problems and making appropriate and effective decisions; effectively supervising and evaluating staff and establishing a positive work environment.

Other Requirements

Tuberculosis clearance and fingerprint clearance by the California Department of Justice are required upon employment.

Physical Demands and Working Conditions

Essential physical requirements, which the candidate must possess, are indicated with an *E*.

- Ability to work at a desk, conference table, or in meetings of various configurations. *E*
- Ability to circulate for extended periods of time. *E*
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed material. *E*
- Ability to understand speech at normal levels. *E*
- Ability to communicate so others will be able to clearly understand normal conversation. *E*
- Ability to work independently and complete assigned tasks with limited administrative or clerical support. *E*

Work Year

247 Days