ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

Purpose Statement

The job description for Assistant Superintendent of Educational Services was created for the purpose/s of providing direct leadership for all aspects of the educational programs that impact teaching and learning for all district students; coordinating, planning, and implementing the district's content standards, curriculum, instructional materials, instructional strategies, intervention programs, enrichment & acceleration programs, pupil assessment, and professional development; supervising categorical funding and monitors program improvement status for the district and school sites; supervising programming and accountability for English Learners and support for families; coordinating the academic coaching program; providing oversight and support for personnel policies; coordinating accountability measures and data systems to support teaching and learning and providing alignment and integration between technology and teaching and learning.

Essential Functions

- Provides leadership and management of the Educational Services Division of the School District
- Serves on the Superintendent Chief Learning Officer's Executive Cabinet and District Cabinet
- Directs the administration and coordination of the District's educational programs and implementation of the strategic plan in collaboration with the Superintendent Chief Learning Officer.
- Communicates to the Superintendent Chief Learning Officer and the Board of Education the requirements and needs of the District as they relate to educational programs
- Provides timely and effective communication regarding incidents and/or situations which might impact the District, its divisions or its schools to appropriate District office/school personnel
- Promotes public relations by serving as the educational leader responsible for the interpretation of programs, philosophy, and policies of the District to staff, students, and the community at large
- Provides leadership in the development of a modern research-based educational program for the district and makes appropriate recommendations as they relate to improvement
- Develops systems and resources to use data to analyze and interpret program success and opportunities; provides support to school and department leaders on collecting, analyzing, and interpreting data
- Formulates and encourages innovative curricular programs that will improve instruction in collaboration with the supervisory staff, principals, and teachers
- Collaborates with the Executive Director of Student Services regarding educational programs, intervention programs, and special education programs
- Manages all student assessment/achievement processes
- Leads the development of educational board policies, curriculum alignment, new curriculum standards implementation, and new material adoptions and implementation
- Coordinates instructional materials management
- Addresses concerns related to instructional materials and practices
- Conducts research and provides recommendations to the Superintendent Chief Learning Officer and the Board
- Coordinates grant writing for current and future district programs and initiatives
- Assists the Superintendent Chief Learning Officer and the Board of Education in setting District budget priorities
- Provides general oversight and assistance to school site administrators for interscholastic athletics and activities
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district as they relate to improving the educational programming of the District
- Initiates and administers professional development programs in conjunction with supervisory staff, principals, and teachers as it relates to educational programming district-wide and for specific identified needs in schools, programs, or job functions
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel as they relate to student progress
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and exchanges information
- Uses structured problem solving methodology to address district-wide opportunities and provide support and guidance to departments and school sites
- Supervises and evaluates subordinate directors and coordinators of division departments including Curriculum, Instruction & Assessment, Translations & Community Bilingual Services, English Language Development,Accountability, College and Careers, Career Technical Education (CTE) and Adult Education
- Supervises and evaluate District's Academic Coaches and TOSAs
- Coordinates Leadership collaboration activities

- Supervises and evaluates division certificated and classified employees
- Supervises Beginning Teacher Support & Assistance Program, Gifted & Talented Education, Accelerated Learning, English Learners, Libraries, and Career Technical Education
- Supervises the categorical programs and program improvement process
- Serves as liaison with district charter school program
- Performs all other duties as assigned by the Superintendent Chief Learning Officer

Skills, Knowledge and Abilities
Knowledge of developmental processes of students, effective communication including initiating individual and group discussion, listening, clarifying, and facilitating interaction among group members; writing skills to effectively convey ideas, reports, letters, memos, and survey questionnaires; understanding of goal setting techniques including needs assessment and program evaluation and analysis; high degree of knowledge and strategies for dealing with a variety of people from varying educational and socio-cultural backgrounds; knowledge of effective classroom instruction and ability to provide appropriate assistance and/or suggestions for improvement; knowledge of the policies, procedures, and practices governing educational programs; knowledge and skills in program development and evaluation; ability to interpret and apply laws; knowledge and skills to conduct meetings and in-service training programs with instructors and staff; knowledge and skills to build and maintain an inclusive team that focuses on student achievement; knowledge and skills in using technology as a collaboration & productivity tool in addition to educational applications aligned to teaching and learning; and operates a computer and required software programs including spreadsheets and databases; operates other office equipment as assigned. The ability to read, write, and speak Spanish is highly desirable.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
School Site Leadership/Administration, District Office Leadership
Curriculum, Instruction, Assessment, and Staff Development
required;

Certificates & Licenses
Valid California Administrative Services in Credential
Valid California Teaching Credential desired
Valid Driver's License

Education Clearances
Masters Degree, or higher, from an Accredited College or University
DOJ/FBI Fingerprint Clearance Doctorate Degree and Bilingual-Spanish highly desired
TB Clearance
Drug Screening

Required Testing
Successful Completion of Pre-Employment Process

Supervision
Superintendent Chief Learning Officer

Additional Qualifications
Ability to travel to other sites/locations

Salary Grade
Executive Management Salary Schedule

Continuing Education/ Training
Training attendance at workshops as appropriate

Work Year
225 Days