

MANAGEMENT JOB DESCRIPTION

**ASSISTANT SUPERINTENDENT OF INNOVATION AND
INSTRUCTION SERVICES AND SUPPORT**

JOB SUMMARY:

Serves as the Chief Innovation Officer of the District and works cooperatively with other staff toward achievement of District instructional policies and goals. Provides innovative leadership for the inclusion of workforce development to enhance learning for all District students. Serves as liaison to schools and educational centers, providing support and brokering services. Heads the Innovation Department and supports enhancing economic sector experiences to promote greater access to careers for all students. Provides direct support to charter schools. Serves as Cabinet member and Superintendent Designee.

DIRECTLY RESPONSIBLE TO:

- Superintendent of schools.

IMMEDIATE SUBORDINATES:

- Executive Directors of Instructional Services and Support; Coordinator of Instruction; and other staff as assigned.

ESSENTIAL JOB FUNCTIONS:

- Coordinates trade labor partnerships to promote relevancy and enhance local career development.
- Coordinates nonprofit and business partnerships to promote relevancy and enhance career development.
- Provides coaching, support, and professional development to principals, teachers, and staff regarding innovation, workforce, and career development pedagogies.
- Provides leadership for and coordinates innovation programs for the District.
- Coordinates information and presentations for Board meetings and updates.
- Recommends and coordinates career development opportunities related to District instructional programs.
- Supervises the operation of all innovation projects.
- Serves as a member of the Superintendent's Cabinet, the chief purpose of which is to maintain top-level communications on all matters related to the successful operation of the innovation and charter programs.
- Represents the District on various regional, state and national committees, councils and commissions concerned with innovation and career development.
- Provides enhanced career development and workforce sector services to schools that advance instructional programs.
- Supports Principals and staff in planning makerspaces required to promote 21st century learning experiences.
- Coordinates the development and monitoring of the Elementary and Secondary School Emergency Relief III and the Expanded Learning Opportunities Grant Plans.
- Provides innovative social networking opportunities to enhance communications.

- Oversees and supervises all station experiences.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Applicable credentials: Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan Act Administration), Tier I Administrative Credential.
- Training and experience: Advanced degree in appropriate field (M.S. or Ed.D.). Cabinet level-experience or comparable required. Five years of progressively responsible experience in education administration including serving as a site principal required. Evidence of highly successful teaching experience.