

MANAGEMENT JOB DESCRIPTION

ASSISTANT SUPERINTENDENT OF ACHIEVEMENT, INSTRUCTIONAL DESIGN, AND INSTRUCTION SERVICES AND SUPPORT

JOB SUMMARY:

Serves as the Achievement and Instructional Design Leader of the District and works cooperatively with other staff members toward achievement of District instructional policies and goals. Provides leadership for the improvement of all students. Serves as liaison to schools and educational centers. Supports the District's development, implementation and improvement of a high-quality educational program for instruction, curriculum, and assessment to ensure consistency across schools in standards implementation, effective teaching and learning practices resulting in increased academic achievement. Provides direct support to schools and serves as an Executive Cabinet member.

DIRECTLY RESPONSIBLE TO:

Superintendent of schools.

IMMEDIATE SUBORDINATES:

Directors, Coordinators, and Project Specialists of curriculum, special projects, instructional design teams, and other staff members as assigned.

ESSENTIAL JOB FUNCTIONS:

- Provides coaching, support, and professional development to principals, teachers, and staff.
- Provides leadership and expertise in forming, guiding, and counseling District committees, groups, councils, and advisories for assigned areas of responsibility.
- Provides leadership and direction and the establishment of priorities related to the instructional program (assessment, curriculum and instruction, program improvement, and instructional technology).
- Monitors and documents student academic achievement and ensures appropriate forms are submitted to the state and federal governments.
- Develops, implements, and monitors an equity plan to ensure all students have access to rigorous instruction needed for success.
- Establishes a communication network with other District/County-wide job-a-like personnel.
- Creates and revises Board Policies and Administrative Regulations that pertain to curriculum and instruction.
- Provides leadership for and co-coordinates the instructional program for the District.
- Co-coordinates information and presentations for Board meetings and updates.
- Collaborates with the ISS team and other District leaders to develop differentiated school support plans.
- Supports and monitors the delivery of educational programs at schools, overseeing curriculum and staff development.
- Promotes the District's instructional focus at school sites.
- Provides visible District level leadership, support, and guidance across all assigned school sites; takes part in school community family engagements.

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- Collaborates with school site leaders and centralized District departments to develop, implement, regularly evaluate, improve, and redesign instructional programs toward increasing student achievement at underperforming schools and closing the achievement gap at all schools.
- Prepares and manages annual budget and resource planning for assigned area; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures with established guidelines.
- Represents the District as a chair or attendee at meetings in partnership with the City of Chula Vista and County of San Diego, human services agencies, business/industry, and judicial and law enforcement agencies.
- Co-coordinates evaluation of the educational program.
- Oversees the identification and plans for programs of professional growth for all staff.
- Serves as a member of the Superintendent's Executive Cabinet, the chief purpose of which is to maintain top-level communications on all matters related to the successful operation of the school program.
- Provides leadership and directions for the district-wide English Learner (EL) program and oversees the development and implementation of the EL master plan.
- Involved with the District English Language Advisory Committee (DELAC) meetings to disseminate appropriate information regarding compliance, curriculum and instruction, and other supplemental programs.
- Oversees the District's Dual Immersion program.
- 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.

Cabinet Salary Schedule

BOARD APPROVED:04/17/24

REVISION DATES: