

## BUENA PARK SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT – EDUCATIONAL SERVICES

#### **DEFINITIONS**

The Assistant Superintendent of Educational Services provides leadership and supervision of the preschool to eighth grade curriculum and instruction programs; and assumes responsibility for the overall planning, direction, and coordination of the District's educational and instructional programs, specified categorical programs, professional development, and other programs as required. The Assistant Superintendent of Educational Services provides information, curricular resources, and training to certificated staff, administrators, classified staff, and parents; ensures compliance with policies, practices, and procedures; and evaluates the performance of assigned personnel. The Assistant Superintendent of Educational Services reports directly to the Superintendent and serves as a member of the District Executive Cabinet.

#### **DUTIES AND RESPONSIBILITIES**

- Responsible to the Superintendent and accountable for the management of the Educational Services Department.
- Provides support to site-based and District instructional and programmatic needs of students and staff.
- Provides instructional leadership, teacher training, and curriculum development aligned with 21st Century standards, assessments, instruction, and professional development.
- Directs the administration and supervision of personnel and activities assigned to the Educational Services Division.
- Administers the Educational Services budget, including categorical programs, projects, and grants.
- Supervises designated categorical and special programs, including but not limited to:
  - Title I, Title II, Title IV, Title V
  - Special Education (SPED)
  - English Learner (EL) program
  - Dual Immersion program
  - Gifted and Talented Education (GATE)
  - Physical Education,/Health
  - VAPA program
- Coordinates District articulation activities and supports the implementation of instructional program changes.
- Reviews curricular innovations; disseminates research-based practices and materials; conducts field testing and pilot initiatives.
- Oversees informational technology, data processing, and other related areas of technology.
- Coordinates curriculum committees responsible for planning, development, and revision of curriculum guides, course outlines, and instructional materials.
- Supervises student data systems and progress reporting systems.
- Coordinates the adoption and dissemination of textbooks and instructional materials.
- Prepares recommendations for instructional policies, programs, and materials.
- Facilitates and oversees grant writing for educational initiatives and special projects.
- Prepares communications to staff, the public, and media regarding curriculum and instruction.
- Prepares and submits required reports.
- Writes and recommends new or revised Board Policies and Administrative Regulations related to Educational Services.
- Ensures compliance of educational programs with legislative mandates and District policy.
- Provides leadership in identifying student and staff needs, establishing goals, and evaluating program effectiveness.
- Plans and implements staff development programs, curriculum projects, and technical assistance aligned with best practices.
- Drafts program proposals and budget analyses for review and approval.

- Directs and monitors professional development services and instructional support.
- Recruits and manages consultants, presenters, and contract services.
- Uses assessment data to identify needs and measure program effectiveness.
- Applies knowledge of standards and assessments to support instructional planning and staff development. Organizes and oversees District and state testing programs.
- Communicates effectively with staff, families, and community partners.
- Utilizes a variety of instructional strategies, including digital platforms, in professional learning.
- Responds promptly and constructively to feedback from administration, staff, and community members.
- Collaborates with staff and external agencies to strengthen programs and services.
- Supports interpretation of assessment data and implements targeted instructional interventions.
- Oversees curriculum and professional development for general and special education, aligned to California Common Core State Standards and evidence-based practices.
- Attends Board of Education meetings as a member of the Superintendent's Cabinet and prepares related agenda items.
- Collaborates with Student Services, principals, directors, and supervisors to ensure program coordination.
- Oversees the District's data and accountability systems to ensure accurate reporting, compliance with federal and state requirements, continuous program monitoring, and data-driven decision-making.
- Ensures timely submission of District, state, and federal reports.
- Serves as liaison to educational partners including government agencies, higher education, business, and parent communities.
- Serves as a member of the Superintendent's Cabinet, Management Team, and District committees as assigned.
- Performs other duties as assigned by the Superintendent.

## **QUALIFICATIONS**

### Knowledge of:

- District-recommended curriculum and instructional practices aligned to California standards and frameworks
- Current tools and techniques utilized throughout the state to assess student performance, including standards-based student accountability systems
- Laws, regulations, policies, and procedures related to student assessment, including alternative assessment, categorical programs
- National, state, and local reporting requirements and timelines in the area of student assessments
- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults
- Educational trends and research findings pertaining to education as it relates to systemic change, professional learning communities, student achievement, assessment, and instructional technology
- Database management, assessment systems, SIS systems, Windows Operating systems, MAC
- Managerial, organizational, fiscal, political, educational, and legal aspects affecting the District
- Comprehensive knowledge of applicable state and federal laws, regulations, Education Codes, and compliance requirements
- Budget management
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meetings
- Interpersonal skills using tact, patience, and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and technique

### Ability to:

- Perform all essential duties of the position
- Operate a computer, iPad, and other office equipment to conduct day-to-day work
- Communicate effectively and openly with staff, students, community, and employee organizations in English in oral and written form

- Build consensus and commitment to educational improvement
- Analyze operational problems, and develop alternative solutions and strategies for instructional/educational decision-making; plan, organize, and coordinate site and Districtwide educational/instructional programs and related services.
- Establish and maintain cooperative organizational, educational, and community relationships, achieving results through positive human relationships
- Plan, organize and conduct comprehensive professional development programs for all certificated staff, administrators, paraprofessionals, specialists, and parents
- Plan, organize and direct a comprehensive educational services department
- Organize and delegate authority commensurate with responsibility
- Prepare and maintain confidential records and files
- Apply technological and statistical concepts to educational situations
- Organize a District-wide testing schedule
- Effectively present information and respond to questions from groups of administrators, certificated and classified employees, parents, and the community
- Access and manipulate data using various computer programs
- Use computer software (including spreadsheets, databases, and presentation programs) to analyze and present complex data in a manner easily understood by all stakeholder groups.
- Maintain an effective, collaborative working climate at the District office and the schools with administrators, students, and staff
- Communicate openly and work productively with a community of diverse opinions and ideas
- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes
- Analyze problems and issues and develop appropriate solutions
- Prioritize, plan, and coordinate work to meet deadlines
- Ability to perform essential functions of the job with or without reasonable accommodation
- Drive a vehicle; travel to all school sites and other locations

### **EXPERIENCE**

- A minimum of five years of successful administrative experience at the site or district level is required.
- Experience as a K-12 site principal is preferred.
- Successful teaching and administrative experience in elementary and/or secondary education.
- A minimum of two years of successful administrative experience in district-level curriculum planning, development, and implementation is desirable.

### **EDUCATION**

- Master's degree or above in educational administration or a closely related field from an accredited institution; a doctorate is desirable.

### **LICENSE REQUIREMENT**

- Valid California Administrative Services Credential Valid K-12 teaching credential and English Learner authorization English Language Learner authorization
- Certificate from ACSA Curriculum and Instructional Leaders Academy or willingness to attend ACSA Curriculum and Instructional Leaders Academy
- Valid CA Driver's License & adequate automobile insurance as stipulated by CA

### **CONDITION OF EMPLOYMENT**

Insurability by the district's liability insurance carrier.

### **COMPENSATION/WORK CALENDAR**

12-Month Certificated Management Calendar

Placement on Senior Management/Assistant Superintendent Salary Schedule