

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Assistant Superintendent – Educational Services

**Reports to:** Superintendent

**Classification:** Certificated  
Management

**Range:** Certificated Management  
Salary Schedule

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### EDUCATION AND EXPERIENCE

Advanced Degree in Educational Administration with course work in school leadership and/or a related field and four years of increasingly responsible experience in administration at a school district level. Teaching experience required and site level administrative experience required, including effective school site administration with demonstrated success in raising student achievement. Demonstrated effective support and staff accountability for meeting expectations in teaching, learning and creating a positive learning environment for students, staff and the community.

California Administrative Credential or Certificate in the field of Education leadership required

District level experience preferred

Master's Degree required

### LICENSE AND OTHER REQUIREMENTS

Valid California Driver's License

Valid California Administrative Services Credential

Valid California Teaching Credential

### SUMMARY

Under the direction of the Superintendent, leads, supervises, and implements the educational philosophy, goals, and objectives of the District to positively impact programmatic, school, and individual achievement. Articulates, interprets, and implements the vision, goals, and objectives of the Superintendent to the community, parents, students, and employees of the Central Unified School District. Directs the operation of the academic and co-curricular programs of the District. Directs the District's educational teams toward continuous improvement. Promotes the overall efficiency and effectiveness of the school system and maximizes resources to provide a high-quality educational program for all students.

**REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

- Works collaboratively with the Superintendent and Cabinet to foster and maintain the District's culture and core values.
- Develops, monitors, and evaluates curricular/instructional programs and strategies that support the concept that children will be productive members of a democratic society.
- Directs and coordinates the efforts of the Educational Services division.
- Ensures the coordination, articulation, and effective utilization of all instructional and support services.
- Provides leadership to ensure District goals and policies are clearly communicated and implemented.
- Represents the District at the county, regional, and state levels concerning areas related to standards and accountability. Curricular services and K-12 educational issues.
- Coordinates and monitors the distribution of staff development resources
- Accountable for increasing student achievement for all students.
- Recognizes, creates, and implements plans to promote diversity and equity within the District.
- Develops and implement training and practices to ensure cultural competency within the District.

- Works directly with the Superintendent to conceptualize, develop and implement programs and services to meet the learning needs of students in content areas and instructional programs.
- Accountable for improving student achievement for all students and increasing the number of students who graduate from high school, with special attention on improving student achievement of English Learners and Special Education Students.
- Mentor, supervise, evaluate, direct and assist Directors to develop specific long and short-term plans, with principals, to meet identified school targets; and to assist in determining and acquiring consultants and support services.
- Empower school sites to make decisions that directly serve their students needs.
- Attend or chair a variety of meetings to represent the District, as assigned by the Superintendent.
- Attend Board meetings; prepare and present agendas and reports to the Board as requested by Superintendent, interpret financial impact of proposals as necessary.
- Work directly with the Superintendent to develop and lead a service-oriented department to support schools, school site leaders, and instructional staff.
- Ensure the delivery of high quality support services to schools, school-site leaders, staff, parents, and community members.
- Remain abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the field.
- Initiate the development and implementation of new programs and strategies for increasing the effectiveness of instructional programs and services throughout the district to ensure students learn at grade level and beyond.
- Plan, design, implement, evaluate and coordinate the delivery of services, determine and implement appropriate changes and improvements to ensure effective and cost-efficient programs.
- Provide leadership and decision-making authority in the effective use of categorical funds to support student achievement. Plan, organize, control and direct the categorical programs of the District.
- Develop, implement, and monitor processes for compliance, quality and fiscal accountability.
- Support Directors, Area Administrators, and School Site Leaders by providing accurate and timely information regarding state and federal legislation.
- Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness.
- Advise and consult personnel, site staff, and advisory groups in the development and implementation of programs and budget to support Single Plans for Student Achievement.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files, with special attention to comprehensive student achievement results from multiple measures to assist all students achieve their personal best.
- Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Lead, supervise, and regularly communicate with the Superintendent to work to deliver education programs at school sites; oversees special education, student and school support, family and community engagement, and expanded learning.
- Oversee curriculum implementation, staff development and evaluations, student assessments, community relations, and district improvement efforts.
- Visit schools sites and classrooms on a regular basis and provide written progress monitoring to Superintendent. Supervise evaluate, direct and assist Principals in the development of plans to meet identified school targets utilizing relevant data, and assist in determining and acquiring support services.
- Resolve student issues related to placement, transfer, discipline, complaints, appeals, investigations, and litigations.
- Work with parents and/or legal guardians, in areas of curriculum, PTA, complaints, racial issues and conflict resolution.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

**Knowledge and Skills:** Requires advanced professional knowledge of the principles, practices, and techniques of leadership, management, group processes, and organizational development. Requires specialization in Pre-Kindergarten through Grade 12 educational programs.

**Ability to:** Requires the ability to carry out all the requirements of the job. Requires the ability to lead small and large teams of individuals and work collaboratively with staff. Requires the ability to deal effectively with a variety of personalities and situations with professionalism and diplomacy. Requires the ability to effectively articulate and carry out the District's mission, goals, culture, and core values.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORKING CONDITIONS**

### **Physical Abilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.