



CLASS TITLE: ASSOCIATE SUPERINTENDENT - EDUCATIONAL SERVICES

BASIC FUNCTION:

Accountable for improving student achievement for all students with a focus on improving achievement for English Language Learners, Socially Economically Disadvantaged, Foster Youth, Homeless, and Special Education students. Under the direction of the Superintendent, plan, organize and direct the overall activities and operations of the assigned departments and programs; formulate and develop educational systems, policies, standards and procedures in compliance with a variety of district, county, federal, state and local laws, policies, rules and regulations; in charge of managing internal professional development programs for teachers; serve as a member of the Superintendent's Cabinet; supervise and evaluate the performance of assigned personnel. This position reports directly to the Superintendent.

REPRESENTATIVE DUTIES:

Support the implementation of Merced City School District's Vision, Core Beliefs and Commitments, and Theory of Action.

Provide technical assistance and serve as advisor to the Superintendent regarding assigned departments and activities; serve as liaison between the governmental agencies, State Department of Education and others to communicate information and develop departmental programs.

Serve as the District representative at various meetings, conferences and public events; make presentations and speak to groups and audiences regarding department activities and operations; serve on committees and represent the Superintendent as needed.

Serve as a member of the Superintendent's cabinet to ensure all district actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to established district policy.

Serve as a liaison with institutions of higher education in the development of instructional programs which support the institution's and the District's goals.

Develop and continually enhance an integrated communications network within and between other departments in the district and the community to support an effective learning environment for all students; communicate Board policies, district vision, goals and core beliefs.

Attend Board meetings; prepare and present information at Board meetings as requested.

Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflicts; present draft proposals to Superintendent.

Plan, organize, and direct the overall activities and operations of the Strategy and Innovation Office; guide the implementation and monitoring of Pre-K-8 Curriculum and Instruction, Data and Assessment, Grants and Compliance, and English Learner Programs; oversee and direct a variety of related programs within the Educational Services department. Provide direct

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responsibility for the supervision and evaluation of all department directors under the Strategy and Innovation Office.

Ensure the development, implementation and delivery of curriculum and instructional practices that lead to the increase in academic performance of students. Guide, direct and support Principals to oversee the operations of all school sites to ensure programs for staff, parents and students are well planned and maintained.

Provide oversight, direction and support to the work of Data Management in the implementation and management of all state and district assessments, data analysis and reports, development of cycles of inquiry with school sites and department programs, and management of both student assessment information systems, and performance management systems supporting Administrator performance.

Provide oversight, direction and support in the implementation of state and federal programs including but not limited to, Title I/II and Title III, Limited English Proficient and Title III Immigrant, Title IV, and Local Control funding formulas and supplemental/concentration grant funds; assure compliance with federal and state funded programs.

Formulate and develop educational systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations; coordinate department management and personnel, information and resources to assure educational programs, services organizations and departments run smoothly and efficiently.

Under the direction and guidance of the Superintendent, translate the district's educational philosophy, goals and objectives into action plans that directly benefit staff and students.

Evaluate trends in education as they pertain to the areas of assigned responsibility.

Remains abreast of development and innovations in the field by reading current and cogent literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.

Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of district policies and practices.

Oversee preparation and maintenance of a variety of narrative and statistical reports including but not limited to, records, files, and student performance dashboards; explain, justify, evaluate and support programs, policies, and activities related to assigned department(s); negotiate and resolve sensitive and controversial issues.

Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.

Participate in the development and administration of the budget for assigned department(s); forecast funds needed for staffing, equipment, materials, and supplies; authorize expenditures in accordance with established guidelines to ensure effective and efficient use of materials, budgets and human capital to accomplish district goals and objectives; implement budgetary adjustments as appropriate and necessary.

Develop, implement, and evaluate programs and supports surrounding equity for all students, including convening district staff and community partners around policy development, trainings, and district practices that eliminate barriers to student success.

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Supervise and evaluate the performance of assigned personnel; collaborate with Human Resources to interview and select employees and recommend new hires, transfers, reassignment, termination and disciplinary actions; oversee division personnel activities and approve employment decisions; assign employee duties and review work to assure compliance with established guidelines, requirements, and procedures.

Establish and lead interdepartmental teams to address complex district issues; create and monitor a culture of collaboration, theory of action, and continuous improvement soliciting feedback from staff, families, students and the community.

Review existing and pending legislation related to District operations, and recommend origination modification and support of legislative measures; advise the Superintendent on new or updated regulations, policies and procedures.

Perform related duties and responsibilities as required by the Superintendent.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Strategies and practices that improve outcomes for students.

Effective curriculum and instruction program models.

Strategies and best practices to eliminate the achievement gap, disparity and disproportionality.

Program evaluation processes and procedures.

Principles and practices of program development and administration.

Utilize multiple forms of data to inform practices that translate to improved student outcome.

Develop and administer department goals, objectives, and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations and exercise judgement/discretion.

Short and long range planning techniques applicable to the Strategy and Innovation Office and the District.

Translate theory into action.

Current state and federal regulations related to curriculum and instruction for students with diverse needs.

Lead district level operations.

EDUCATION AND EXPERIENCE:

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Education: Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, public administration or a related field.

Experience: Ten (10) years of increasingly responsible experience in education, including at least five (5) years of administrative experience at the Principal level or higher, or the equivalent.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Valid California Teaching Credential

Valid California Administrative Credential

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials; to accomplish assigned tasks of the job.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).

Board Approved: 03/24/2020