

ASSISTANT SUPERINTENDENT OF LEADERSHIP AND INSTRUCTION

JOB SUMMARY:

Under the direction of the Superintendent, the Assistant Superintendent of Leadership and Instruction serves as the District's Achievement and Instructional Design Leader, driving the continuous improvement of teaching and learning. This role ensures the effective development, implementation, and monitoring of a high-quality, standards-based instructional program across all schools. The position provides leadership, coaching, and strategic direction to enhance student achievement, close opportunity gaps, and promote innovative practices. As a Cabinet member, the Assistant Superintendent works collaboratively with District staff to ensure instructional consistency, rigorous curriculum alignment, and data-driven decision-making.

DIRECTLY RESPONSIBLE TO:

- Superintendent.

IMMEDIATE SUBORDINATES:

- Executive Directors of Instructional Services and Support; Senior Directors of Leadership and Learning, Coordinators of Instruction, Innovation, and LEAD; and other staff as assigned.

ASSIGNED RESPONSIBILITIES:

Curriculum, Instruction & Assessment

- Provides visionary leadership in developing, implementing, and evaluating instructional programs, including curriculum, assessment, and instructional technology.
- Leads the alignment of curriculum and instruction with state standards, ensuring all students receive rigorous and engaging learning experiences.
- Develops, implements, and monitors the Rigorous Learning for All initiative to ensure all students have access to high-quality instruction, interventions, and academic support.
- Oversees the District's English Learner (EL) program, including the development and implementation of the EL Master Plan and coordination of DELAC meetings.
- Supervises and enhances the District's Dual Immersion Program to ensure bilingual and biliteracy success.
- Collaborates with school site leaders and district departments to continuously improve instructional programs, particularly in underperforming schools.

Innovation

- Provides leadership for and coordinates innovation programs for the District, including Innovation Stations, STEAM Studios, flexible learning environments, and future-ready instructional practices.

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- Directs efforts to integrate career exploration at the elementary level, exposing students to early workforce and problem-solving experiences.
- Oversees digital learning innovation, ensuring age-appropriate technology use that enhances early literacy, problem-solving, and creativity.
- Supervises and enhances after-school programming through the LEAD Program.

Assessment & Data-Driven Decision-Making

- Monitors and documents student academic achievement, ensuring compliance with state and federal reporting requirements.
- Leads the use of assessment data to inform instruction, measure program effectiveness, and drive school improvement efforts.
- Provides coaching and support to principals and instructional leadership teams in using data-driven decision-making to enhance student learning.

Professional Development & School Support

- Provides coaching, professional development, and guidance to principals, teachers, and staff on best practices in instruction, assessment, and leadership.
- Identifies and implements professional growth opportunities for all staff to enhance instructional leadership and teaching effectiveness.
- Supports and monitors differentiated school support plans, collaborating with other District leaders.

District Leadership & Community Engagement

- Represents the District at regional, state, and national meetings related to curriculum, instruction, and assessment.
- Establishes and maintains a communication network with District and County-wide instructional leaders.
- Partners with city, county, business, industry, and human service agencies to align instructional priorities with workforce and civic readiness.

Strategic Planning & Budget Management

- Develops, manages, and monitors the annual budget and resource allocation for assigned instructional areas.
- Prepares and presents reports, recommendations, and updates for Board meetings, community forums, and executive leadership meetings.
- Creates and revises Board Policies and Administrative Regulations related to curriculum and instruction.

Executive Cabinet Responsibilities

- Serves as a member of the Superintendent's Executive Cabinet, ensuring top-level communication and alignment on all instructional and academic matters.
- Collaborates with District leadership to design and implement strategic initiatives that drive continuous school improvement and innovation.

- Provides visible leadership and direct support across all assigned school sites, engaging with families and community stakeholders.
- Performs other duties as assigned by the Superintendent.

Qualifications – Essential Job Requirements:

Required Credentials & Certifications:

- Tier 1 Administrative Services Credential
- Standard Elementary, Multiple Subject, CLAD, or Specialist Credential (e.g., Ryan Act Administration).

Education & Experience:

- Advanced degree (M.S. or Ed.D.) in Education, Curriculum & Instruction, Educational Innovation, or a related field.
- Cabinet-level experience or comparable required.
- Minimum five years of progressively responsible experience in elementary education administration, including service as a site principal.
- Demonstrated highly successful teaching experience at the elementary level, with expertise in curriculum design, instructional leadership, and assessment strategies.

Cabinet Salary Schedule:
BOARD APPROVED: 10/15/25