CERTIFICATED MANAGEMENT			
Work Location	Roseland School District	**Responsible To**	Superintendent
Work Year	222 Days - 12 months (Mutually planned and agreed to between Superintendent and Assistant Superintendent)	**Hours**	Up to full-time (8 hours per day
Salary	Assistant Superintendent Salary Schedule	**Benefits**	Eligible for Certificated Management Benefits

Definition:
Under the supervision (direction) of the Superintendent, the Assistant Superintendent of Curriculum and Instruction provides the development, coordination, implementation, evaluation of curriculum, instruction, professional development, and assessment in grades TK-6. Additionally, the Assistant Superintendent provides overall guidance, supervision and articulation support TK-12 as directed by the Superintendent and serves as the Superintendent's designee when required.

Duties and Responsibilities:

- Serve as head of TK-6 educational services.
- Responsible for leading the improvement of student achievement for all students through an equity, social justice and inclusion lens.
- Work directly with the Superintendent to develop and lead TK-6 school site administrators and instructional staff.
- Assist the Superintendent in professional development, development of support systems, and oversight of TK-6 administrative leadership/principals as assigned.
- Supervise, provide constructive feedback, and evaluate the performance of assigned personnel.
- Assist the Superintendent with analyzing, developing, coordinating, and implementing strategic goals, budgets, and Board policies and administrative regulations for the District.
- Visit school sites and classrooms on a regular basis and provide regular updates to the Superintendent
- Critically analyze current structures, patterns, and processes to identify gaps in the TK-6 program.
- Oversee TK-6 enrollment with assistance from assigned school site personnel/administrators.
- As designated by the Superintendent, act as the key spokesperson for assigned areas of responsibility. In that capacity, provide public representation regarding TK-6 issues on various committees and public meetings.
- As designated by the Superintendent, initiate and sustain commitment with community, public and private organizations that contribute to the district mission, its cultural

diversity relations and that promotes the schools role in Roseland area educational advancement.

- Promote grant proposals, partnerships and fund development efforts that enhance student learning, facility improvement, staff training and institutional effectiveness.
- Coordinate the selection process for textbooks and instructional materials for TK-6 and articulation within the elementary sites.
- Assist the Superintendent with building strong district wide/school cultures, relationships between the school sites, the District Office, and promoting positive staff morale.
- Assist the Superintendent with negotiations and matters related to bargaining units for the district.
- Assist Superintendent with coordination of the Board agenda; assist with Board relations and with planning professional growth opportunities for Board members.
- Provide support to the Superintendent and CBO with long-term Facilities Master Planning process, particularly as it relates to program implementation and engagement with educational partners.
- Use a data-driven decision making process to plan and coordinate staff development in core curriculum areas, with an emphasis on implementation of the CA State Standards/Common Core State Standards.
- Coordinate CAASPP state testing system TK-6.
- Coordinate curriculum activities and foster an inclusive and supportive environment for curriculum development, innovation, and professional growth.
- Work cooperatively with administrative and instructional staff in the ongoing Inquiry Process for curriculum development; provide leadership in the Accelerated Schools Process, including facilitating ad hoc/cadre work and monitoring implementation of district wide action plans and LCAP goals.
- Work with staff in organizing and coordinating appropriate meetings in order to effect continuity and articulation of the curriculum and common instructional practices.
- Provide leadership in the development and implementation of school improvement plans, including meeting California State Technical Assistance/Continuous Improvement requirements, as applicable.
- Oversee completion and implementation of the district Local Control Accountability Plan (LCAP), and other required state and federal reports as assigned by Superintendent.
- Work collaboratively with the Chief Business Official and Superintendent to align the district budget to the LCAP, including making recommendations for use of supplemental/concentration grant funding and federal categorical dollars, based on the annual needs assessment and stakeholder engagement, to best meet the needs of unduplicated pupils and close opportunity gaps.
- Oversee implementation of and compliance with State and Federal Categorical Programs and assist with budget management of these programs.
- Work collaboratively with school site principals or designees to ensure articulation, implementation, and evaluation of academic intervention programs.
- Oversee district English Learner and Migrant Ed programs in collaboration with English Learner Teacher on Special Assignment.
- Lead the development, implementation and analysis of common district and/or schoolwide assessments in English language arts, mathematics, and other identified core subject areas.

- Oversee use and implementation of the district-adopted data management system to promote ongoing progress monitoring of student achievement.
- Analyze annual CAASPP state testing results and performance results on the California Dashboard; prepare reports, communicate results & identify areas of need to the Superintendent, school site leadership and the Board of Directors.
- Facilitate ongoing meetings with the Superintendent & school site principals related to student achievement, progress monitoring and assessment results, working collaboratively to identify areas of need/next steps.
- Provide oversight of data-sharing agreements and Memorandums of Understanding as related to curriculum, assessment & educational services.
- Attend all District Board meetings; Attend Charter Board meetings as necessary
- Serve as a liaison with SCOE and various county and state committees.
- Other duties as assigned by the Superintendent.

Education, Experience, Qualifications

Special Knowledge/Skills:

- Knowledge of CA assessment and accountability system
- Knowledge of district board policy and regulations
- Knowledge of the Professional Standards for Educational Leaders
- Ability to utilize available data to assist in making informed programmatic decisions. Knowledge of scientifically researched-based teaching and learning practices for diverse learners, especially ELL students and the implementation of Common Core State Standards/CA State Standards
- Knowledge of curriculum design, implementation and evaluation
- Knowledge in the effective use of technology integration for diverse learners
- Ability to function as a member of the Accelerated Schools process; and strong communication, public relations, and interpersonal skills

Required Qualifications:

- California Teaching Credential
- California Administrative Services Credential
- Successful classroom teaching experience
- Minimum 5 years successful school site or district level leadership/administrative experience

Other Desirable Qualifications:

- Master's Degree or equivalent

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer.
- Stamina to maintain attention to detail despite interruptions; strength to lift and carry objects weighing up to 30 pounds.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Licenses and Other Requirements:
A valid California driver's license, including clean driving record and evidence of appropriate automobile insurance based on DMV regulations may be required. This position requires frequent traveling by the employee's own vehicle to sites and trainings.
Fingerprint and TB clearance

Evaluation:
The Superintendent shall evaluate and assess in writing the performance of the Assistant Superintendent annually for the first and second years of employment and at least every other year thereafter. Said evaluation and assessment shall be reasonably related to the position of the Assistant Superintendent for the year in question. The evaluation format shall be determined by the District but shall at a minimum include
staff and personnel relations, educational program and professional leadership development.
In the event that the Superintendent determines, in the course of the evaluation process, that the performance of the Assistant Superintendent is unsatisfactory in any respect, he/she shall describe in writing, indicating specific instances where appropriate, said unsatisfactory performance. The evaluation shall include recommendations as to the areas of improvement in all instances where the Superintendent deems
improvement to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Assistant Superintendent. The Assistant Superintendent shall have the right to make a written reaction or response to the evaluation within ten (10) days from receipt of the evaluation, which shall become a permanent attachment to the Assistant Superintendent's personnel file. Within 30 days of the delivery of the written evaluation to the Assistant Superintendent the Superintendent shall, if requested by the Assistant
Superintendent meet with the Assistant Superintendent to discuss the evaluation.

Termination of Contract:
The Assistant Superintendent status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.

Board Revised: June 17, 2019
Board Approved: May 17, 2023