

ONTARIO-MONTCLAIR SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, LEARNING & TEACHING

DEFINITION:

Under the direction of the Superintendent, directs, oversees, administers and is accountable for the delivery of academic programs and instructional strategies to increase student achievement district-wide; provides leadership, direction and supervision to assigned staff. Assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining superior educational programs and District services.

EXAMPLES OF DUTIES:

- Direct, oversee, administer and be accountable for the delivery of learning and teaching programs and strategies to increase student achievement district-wide; provide leadership, direction, and supervision to administrators and assigned staff;
- Develop and implement the District's learning and teaching plan for student academic achievement;
- Maintain communication with the Superintendent concerning learning and teaching within the District, District programs and specially funded program requirements;
- Using in-depth knowledge of multiple academic disciplines, identify and evaluate high impact issues, and provide strategy and direction for the District's learning and teaching programs; develop short and long-term objectives for student success;
- Analyze student achievement, program design and implementation, and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies;
- Supervise the process to select textbooks and instructional materials for the district in accordance with established district procedures;
- Provide oversight of teacher professional development and ensure that staff development is evaluated for effectiveness and resources are utilized appropriately;
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files;
- Provide direction for program and fiscal planning, curriculum development, professional development, special programs, budgeting, staffing, implementation, monitoring, and evaluation of assigned programs;
- Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility;
- Establish, direct, and participate on committees for program planning, implementation, and monitoring;
- Plan and recommend programs, objectives, and procedures for the division;
- Present and explain curriculum changes to the Board of Education, administration, staff, and the general public;
- Serve as a member of the Superintendent's Cabinet, facilitating and participating on committees as assigned;
- Assist the Superintendent in planning, recommending, formulating and implementing policies, procedures and accountability goals for the administration of the District's learning and teaching programs;
- Act in a liaison capacity between the Superintendent and division and department heads, administrators, other school districts, public agencies, parents and the public, as directed;

- Assist the Superintendent with special studies, projects, investigations, and correspondence;
- Direct and/or provide the preparation and maintenance of a variety of records and reports;
- Represent the Superintendent at meetings of staff and community groups, as requested;
- Assist the Superintendent in developing background and information materials for meetings of the Board of Education;
- Receive and resolve concerns and answers questions from staff members, students, parents and the public;
- Supervise and evaluate the performance of assigned staff;
- Perform other related duties as directed by the Superintendent;

EDUCATION AND EXPERIENCE:

- A minimum of five years of leadership experience in a school district;
- A master's degree in education leadership or related field is required;

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential.
- Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices;
- Techniques and strategies for managing a large, diverse organization;
- District curriculum and school instructional programs including the integration of educational technology;
- Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities;
- Programs and issues that affect district schools;
- Public education systems and county and community resources and agencies;
- State content frameworks;
- Current research and trends in curriculum;
- Instructional methodologies and strategies and assessment instruments;
- Second language learner curriculum and instruction;
- Special programs including curriculum, mentor, and special education;
- Effective staff development programs;
- Principles and practices of administration, supervision, and training;
- Interpersonal skills using tact, patience, and courtesy;
- Operation of a computer and assigned software;
- Principles and techniques of budget preparation and control;
- Principles, methods, techniques, and strategies of professional development and staff training processes;
- Oral and written communication skills;

ABILITY TO:

- Provide leadership, direction and accountability in the administrative and instructional functions of the district;
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations;
- Analyze problems, make decisions, and be responsible for those decisions;
- Plan and organize programs;
- Provide accountability and support to the instructional programs and operations for District schools;
- Develop, implement, and evaluate instructional strategies;
- Effectively serve as a resource to employees pertaining to curriculum and extended learning issues;
- Plan and implement staff development programs;
- Implement collaborative and team building processes;
- Analyze problems, make decisions, and be responsible for those decisions;
- Establish and maintain cooperative and effective working relationships with others using tact, patience, and courtesy;
- Operate a computer and assigned software;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Plan and organize work;
- Meet schedules and time lines;
- Effectively and efficiently develop, manage, and control budgets supervised by this position;
- Supervise and evaluate the performance of assigned staff.

Physical Demands:

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 accommodations 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 talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

BOARD APPROVED: June 6, 1961

REVISED: February 2, 2003

REVISED: July 1, 2011