

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: ASSISTANT SUPERINTENDENT- EDUCATIONAL SERVICES

Classification:	Certificated Management	Work Year:	225 Days
Division:	Educational Services	Board Approval:	06/18/1998
Reports To:	Superintendent	Format Revision:	10/23/2009
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Plan, organize, and direct the functions of Educational Service Division including:

- Develop, implement and coordinate of the District's educational programs;
- Coordinate the Instructional/Curriculum activities of the District;
- Review, monitor and direct categorical programs including Special Education, State and Federal funded programs;
- Reviews, monitors and directs staff development activities;
- Implement and support the District goals and objectives.

REPRESENTATIVE DUTIES:

EDUCATIONAL SERVICES:

- Evaluate existing curriculum, recommend initiation or modification of instructional programs, and develop long range plans for curriculum enhancement.
- Supervise system-wide K-8 curriculum including articulation with surrounding school districts.
- Establish procedures and design programs specifically for curriculum development and related instructional support services.
- Provide leadership in creating opportunities to promote academic improvement of students.
- Implement the assessment programs of required Federal, State, and District programs.
- Coordinate and supervise Mentor Teacher Program.
- Assume primary responsibility for planning and implementing YRE.
- Develop and prepare annual budget for Educational Services Department; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.
- Supervise and evaluate the performance of assigned staff.
- Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public.
- Direct preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Communicate with other administrators, District personnel and members of the public to coordinate activities, resolve issues, and exchange information.
- Act as liaison and spokesperson to other school districts, community groups, organizations, and legislative, county and state agencies.
- Inform media, community, and staff on District policy, achievements, and events.
- Advise Superintendent on all educational, curriculum, and instructional matters.
- Serve as a member of the Superintendent's Cabinet and Council and as a representative of the Superintendent as necessary.
- Perform other duties similar to the above in scope and function as required.
- Perform other duties as assigned by the Superintendent.
- Attend Board meetings and advise as to requirements and responsibilities of the District.

CATEGORICAL PROGRAMS:

- Supervise and evaluate all categorical funded programs
- Supervise the preparation of applications, reports, and documents for submission to the Local, State and Federal Agencies.
- Serve as a resource to School Site Councils and Advisory Committees.
- Supervise preparation of Program Quality Reviews and Coordinated Compliance Reviews.
- Supervise and coordinate District special education programs.

- Monitor laws and regulations pertaining to special education and recommend required policies and procedures.
- Supervise implementation of Individual Education Plans (IEP's).
- Supervise and evaluate assigned special education staff.
- Coordinate district special education services with local and state, public and private organizations and agencies.

STAFF DEVELOPMENT:

- Supervise the planning, organization, coordination and/or conduct training and inservice programs for District certificated and/or classified staff.
- Conduct annual staff development needs assessment.
- Keep staff up to date on instructional and curriculum trends.
- Supervise, develop and prepare new teacher assistance programs.
- Contract and coordinate the services of staff development consultants and trainers.
- Implement quality, long range, and comprehensive staff development programs to support the curriculum and instructional strategies.

PROGRAM SERVICES:

- Supervise, direct, and evaluate instructional services for homebound students.
- Serve as the District's representative on the School Attendance Review Board (SARB).
- Serve as the District representative for issues regarding Home School program.
- Serve as the District representative for issues regarding inter/intra district agreements.

EDUCATION AND EXPERIENCE:

- Five (5) years of teaching experience;
- Any combination equivalent to five years increasingly responsible educational management experience;
- A Master's degree in education or public administration or related field from an accredited university or college.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license or identification card;
- California Administrators Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current curriculum and instructional practices;
- School site management and practices, supervision, development, and training;
- Educational programs, curriculum and instruction and learning of students K-12;
- Year Round Educational programs;
- Trends affecting curriculum areas and instructional practices;
- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and objectives;
- Modern office management and procedures.

ABILITY TO:

- Plan, organize, control and direct the functions of Educational Services, Staff Development and Special Programs;
- Coordinate and work with professional staff, parents, and community groups;
- Assess District effectiveness in instructional programs;
- Coordinate the assessment of the instructional needs of District students;
- Develop, interpret and monitor division and program budgets and evaluate and compare costs associated with the delivery of instruction;
- Establish and maintain effective working relationships with the staff and the public,
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Implement management strategies based on evaluation data;
- Exercise judgment and discretion in interpreting and applying policies and procedures;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;

- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Operate and use District business systems and equipment.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment.
- Normally located in a work environment with light physical qualifications and requirements.

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.