

MANAGEMENT JOB DESCRIPTION

AREA ASSISTANT SUPERINTENDENT

JOB SUMMARY:

Serves as the Superintendent's Area Assistant Superintendent and works cooperatively with other staff to plan, organize, support, and manage the instructional policies and goals set forth by the District. Provides direct support to District schools. Provides innovative leadership for the inclusion of workforce development to enhance learning for District students. Serves as liaison to schools and educational centers, providing support and brokering services. Supports enhancing economic sector experiences to promote greater access to careers for all students. Serves as Cabinet member and Superintendent Designee.

ESSENTIAL JOB FUNCTIONS:

- Provides leadership, direction, support, and accountability to principals to ensure that instructional and curricular programs are implemented.
- Provides professional and leadership development to principals and leadership teams.
- Provides coaching, counseling, and assistance to site administrators.
- Supervise principals in analyzing student achievement data to align instructional and curricular programs to meet student needs.
- Coordinates trade labor partnerships to promote relevancy and enhance local career development.
- Coordinates nonprofit and business partnerships to promote relevancy and enhance career development.
- Provides coaching, support, and professional development to principals, teachers, and staff regarding innovation, workforce, and career development pedagogies.
- Provides leadership for and coordinates innovation programs for the District.
- Coordinates information and presentations for Board meetings and updates.
- Serves as a member of the Superintendent's Cabinet, the chief purpose of which is to maintain top-level communications on all matters related to the successful operation of the school and innovation programs.
- Represents the District on various regional, state, and national committees, councils and commissions concerned with innovation and career development.
- Provides enhanced career development and workforce sector services to schools that advance instructional programs.
- Supports Principals and staff in planning programs required to promote 21st century learning experiences.
- Oversees and supervises other District programs.

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- Supervises and trains staff.
- Performs other duties related to the position and as directed by the Superintendent.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Applicable credentials: Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan Act Administration), Tier I Administrative Credential.
- Training and experience: Advanced degree in appropriate field (M.S. or Ed.D.). Cabinet level-experience or comparable required. Five years of progressively responsible experience in education administration including serving as a site principal required. Evidence of highly successful teaching experience.