

TITLE: Assistant Superintendent, TK-12 Strategic Initiatives,
Innovation and School Transformation

WORK YEAR: 218 Days

NON DUTY: 30 Days

REPORTS TO: Superintendent

PRIMARY FUNCTION:

The Assistant Superintendent, TK-12 Strategic Initiatives, Innovation and School Transformation serves as a visionary leader and key member of the Superintendent's Executive Cabinet. This role is unique in its integration of instructional leadership, strategic planning, and community ecosystem building.

The Assistant Superintendent is responsible for driving the District's roadmap for the future through the Local Control and Accountability Plan (LCAP), while simultaneously ensuring operational excellence by overseeing site Principals, Research, Accountability and Evaluation and State/Federal compliance. Additionally, this leader acts as the primary bridge between the District and the broader community, overseeing the Education Foundation, and family support systems to ensure every student has the resources to thrive.

Education & Certification:

- Master's Degree in Education, Educational Administration, or a related field (Doctorate preferred)
- Valid Administrative Services Credential
- Valid Teaching Credential

Experience:

- Minimum of 5 years of successful site-level administrative experience (Principalship required)
- Minimum of 3 years in District-level administration
- Proven track record of managing complex budgets, specifically LCAP and categorical funding
- Demonstrated success in building community partnerships and engaging diverse stakeholder groups

Key Responsibilities

Strategic Leadership and LCAP

- Lead the development, implementation, and monitoring of the Local Control and Accountability Plan (LCAP), ensuring strict alignment with the District's strategic vision and state priorities.

*Assistant Superintendent of K12 Strategic Initiatives,
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- Facilitate comprehensive stakeholder engagement processes to gather input from staff, families, and community partners to inform district goals.
- Analyze data metrics related to student achievement, school climate, and engagement to drive continuous improvement and innovation cycles.
- Champion innovative programs and pilot initiatives that address achievement gaps and prepare students for a rapidly evolving future.

Instructional Leadership and Principal Supervision

- Directly supervise Principals, providing coaching that strengthens instructional leadership and operational efficiency at school sites.
- Align site-level goals (SPSA) with the broader District strategic plan and LCAP goals.
- Facilitate Principal Professional Learning Communities (PLCs) to share best practices, problem-solve operational challenges, and foster a culture of high expectations.

State/Federal Programs and Compliance

- Oversee all State and Federal categorical programs ensuring programmatic compliance and fiscal accountability.
- Manage grant applications and reporting, ensuring funds are maximized to support student learning and equity initiatives.
- Monitor legislative changes in state and federal education code, advising the Superintendent and Board on necessary policy adjustments.

Community Engagement

- Serve as the Executive Liaison to the Education Foundation, collaborating on fundraising strategies, grant allocations, and aligning donor intent with district needs.
- Lead the District's community engagement strategy, ensuring transparent communication and active partnerships with local businesses, non-profits, and civic organizations.
- Oversee the Family Resource Center (FRC), ensuring the delivery of wraparound services to the district's most vulnerable families.
- Collaborate with District Parent Groups, ensuring authentic parent voice in decision-making.

Research Accountability

- Oversee data systems, warehousing, and analytics to support district goals, ensuring accuracy, security, and compliance with privacy regulations.
- Direct statewide or district-level testing programs.
- Develop reports and dashboards to identify trends in student achievement, school performance, and operational efficiency for leadership.
- Provide training to staff, administrators, and stakeholders on interpreting data to guide instruction and decision-making.
- Advise the Superintendent on trends, research findings, and policy implications.

Knowledge, Skills & Abilities

- Ability to translate complex data and legislation into actionable strategic plans (LCAP).
- Skill in navigating complex political landscapes and building coalitions with government and community leaders.
- Deep knowledge of curriculum, instruction, and the ability to coach principals toward instructional excellence.
- Exceptional public speaking and writing skills, capable of presenting complex information to the Board, parents, and the media.
- A steadfast commitment to equity and the ability to design systems that support underserved populations.
- Other duties as assigned.

WORKING CONDITIONS:

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to commute to various locations to conduct business.

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication

Environment:

- Indoor - frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.