SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	**Assistant Superintendent of Educational Services**
ADMINISTRATIVE RELATIONSHIP	Under the direction of the Superintendent.
CLASSIFICATION	Certificated Management
REQUIREMENTS	**Experience**: Five years of experience as a school principal and two years of district-level experience. **Education**: A Bachelor's and Master's degree is required. **Certification**: Cleared California Administrative Services credential and California Teaching Credential. **License**: Possession of a valid California driver's license.
SALARY SCHEDULE	**Certificated Management Schedule**
WORK YEAR/HOURS	**222 Days**
LOCATION	**District Office**
BOARD APPROVAL	**May 7, 2025**

BASIC FUNCTION

Under the direction of the Superintendent, the Assistant Superintendent of Educational Services oversees the educational services of the district to ensure a cohesive instructional program aligned to the district's mission and vision. Plans, organizes, monitors, coordinates, and supervises systems of student education and school operations, including but not limited to: student academic achievement, staff evaluations, parent involvement, data analysis and impact on instruction, organizational alignment of curriculum, budget development, professional development, leadership training, and developing and maintaining community partnerships.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Serves as a member of the Superintendent's Cabinet.
- Informs the Superintendent of critical issues within the district and incidents about which the Superintendent and the Board should be aware.
- Oversees the Educational Services Department to ensure that the instructional programs align with the district's mission and vision.
- Provides direct supervision of department directors and builds the leadership capacity of the directors in their skills related to school and employee supervision.
- Provides leadership that develops and supports high-performing school leadership and teaching.
- Directs and integrates services such as curriculum and instruction, categorical programs, and special education.
- Plans, organizes, and implements educational services support programs that provide educational services to schools to facilitate teaching and learning in the classroom.
- Plans, develops, organizes, and implements curriculum, programs, and professional development consistent with identified needs, which will result in continuous improvement of learning.
- Directs and participates in planning, designing, administering, and improving district-level programs that optimize student academic achievement.
- Develops, implements, and monitors the standards for all programs pertaining to the district's special education and English Language Learner services.
- Directs, implements, and facilitates the development and implementation of action plans intended to accomplish specific goals related to special education and English Language Learners.
- Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability.
- Researches and develops proactive, cost-effective budgets for schools and services, providing assurance that they are sufficient to support growth and efficiency. Provides oversight to categorical and grant-funded budgets.
- Provides primary strategic leadership for planning, implementing, evaluating, and coordinating the educational programs offered by the district.
- Develops and implements clear, collaborative, and inclusive decision-making processes that ensure integration of services and support functions.
- Establishes standards and provides leadership and performance management of site and district administrators.
- Establishes a format for directors to collaborate on the design of research-based instructional intervention plans. Consults with directors on data-driven implementation methods for improving student achievement.
- Coordinates the dissemination of information, policies, regulations, procedures, and reports to school administrators.
- Conducts site inspections and classroom visitations to assess educational and operational effectiveness and assists school administrators in establishing and maintaining a positive learning environment.
- Provides guidance and available resources to school administrators, which will assist in maintaining an effective educational environment.
- Coordinates, directs, and supports the development, implementation, and analysis of district initiatives.
- Supervises and holds accountable the performance outcomes and professionalism of administrative staff and their respective teams.

- Works cooperatively with other departments and team leaders.
- Maintains up-to-date knowledge of significant trends in education, legislation, and regulations impacting the district, including but not limited to best practices, educational technology, learning theories, instruction delivery, mandates, and legal updates.
- Provides direct assistance to the Superintendent in strategic planning, implementation, monitoring, and evaluation of district initiatives and programs.
- Develops leadership within departments and schools.
- Develops and revises policies for submission to the Board of Trustees.
- Interprets Board Policy for management and non-management employees and the community.
- Facilitates and coordinates collaboration and partnerships with community agencies, organizations, and educational institutions in support of district priorities and results.
- Determines the broad direction and yearly priorities for high school and adult education staff development.
- Supervises the preparation of all courses of study and course catalogs for high school and adult education programs.
- Plans and coordinates the implementation of CTE initiatives, including school-to-career pathways.
- Provides overall direction in the planning of the district's summer school program.
- Provides broad direction for the district's library program.
- Directs the planning and implementation of processes related to the selection of textbooks and instructional materials.
- Collaborates with colleges and universities for the purpose of providing higher education opportunities for students.
- Oversees district alternative educational programs.
- Performs duties as assigned by the Superintendent.

KNOWLEDGE OF:

- Current trends, best practices, and research in curriculum, instructional strategies, and professional development.
- National, state, and district educational goals and standards, and administration of district policies, local, state, and federal laws pertaining to schools.
- Theories, procedures, methods, and requirements for designing, implementing, and integrating curriculum theory and action plans that accomplish educational goals in a high school environment.
- State and federal laws and regulations related to special education, English Language Learners, and adult education.
- State assessment requirements.
- Effective leadership strategies and human relations practices.
- Conflict resolution practices and performance appraisals
- Budgets and financial controls, and well-developed skills to understand financial statements, statistics, and non-parametric data relationships.

ABILITY TO:

- Maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Interpret educational policies and procedures
- Effectively express ideas orally and in writing

- Make oral presentations
- Establish and maintain effective working relationships and to effectively work as part of a team.
- Gather, collate, interpret, and analyze data.
- Work independently with little to no supervision.
- Analyze issues and create and implement action plans.
- Work with diverse individuals and/or groups.
- Problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time.
- See for purposes of reading laws and codes, rules and policies, and other printed matters.
- Understand speech at normal levels
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling, or crouching.
- Reaching overhead, above the shoulder, and horizontally.

WORKING CONDITIONS

ENVIRONMENT:
Office environment.
Travel to various locations.