Position: Associate Superintendent - Ed Services	FLSA: Exempt	Work Days: 223
Reports to: Superintendent or Designee	Salary: Contracted Management Salary Schedule	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Associate Superintendent - Educational Services provides strategic leadership for the district's instructional program to promote student achievement, equity, and access for all learners. This position oversees curriculum, instruction, assessment, research and data, and professional learning systems, building coherence across all schools and programs from early learning through adult education. The role leads key district initiatives in high quality first instruction and intervention, equity, multilingual learner services, early learning, expanded and extended learning opportunities, and instructional materials adoption and implementation. Using a collaborative, data-driven approach grounded in continuous improvement, this position builds educator and leader capacity to deliver inclusive, high-quality instruction and prepares students for college, career, and life.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Provide vision, leadership, and direction for all instructional programs, including curriculum, instruction, assessment, and professional learning across the district.
- Align educational programs from preschool through adult education, including articulation across grade levels and pathways.
- Lead implementation of the district's Equity in Excellence (E2) framework to eliminate opportunity gaps and promote equitable outcomes for all student groups.
- Oversee Multilingual Learner Services to support English learners' academic success, English language proficiency, and biliteracy progress.
- Direct early learning programs, including preschool and transitional kindergarten, to build foundational skills and support transitions into elementary education.
- Oversee extended and expanded learning opportunities, including after-school and summer programs such as LEAP Academy, to support student enrichment, intervention, and engagement.
- Provide leadership in the development, adoption, and implementation of instructional materials aligned with state standards and district priorities.
- Oversee the Research and Data department to manage data systems, state and federal reporting, and support data use for instruction and decision-making.
- Guide districtwide assessment systems and the use of assessment data to support continuous improvement.
- Lead the design, implementation, and evaluation of professional learning systems that build educator capacity and improve instructional practice.
- Collaborate with the Assistant Superintendents of School Leadership to support principals and site leaders in implementing high-quality instructional programs and improving student outcomes.
- Support the development and implementation of Career Technical Education (CTE) pathways and college and career readiness initiatives.
- Promote culturally responsive practices and inclusive learning environments that honor diversity and

support the success of all students.
- Engage families and community partners as active participants in supporting student learning and district initiatives.
- Oversee the development and monitoring of the Local Control and Accountability Plan (LCAP) and other strategic planning efforts.
- Collaborate with district leadership to implement new legislation, state initiatives, and educational reforms.
- Supervise, support, and evaluate assigned directors, coordinators, and other staff within Educational Services.
- Develop and manage departmental budgets, aligning actions and expenditures with district goals and responsible stewardship of resources.
- Communicate effectively with the Superintendent, Cabinet, Board of Trustees, staff, families, and community stakeholders regarding instructional programs and student outcomes.
- Represent the district in regional, state, and national professional organizations and partnerships related to curriculum, instruction, and equity.
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could

qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a master's degree from an accredited college or university in education, educational leadership/administration, public administration, or a closely related field.
- Experience: Seven years of increasingly responsible experience in public education, including at least five years in senior leadership or district-level administrative roles (e.g., Director, Executive Director, Assistant Superintendent, or equivalent), with demonstrated experience leading instructional systems, curriculum and assessment, equity initiatives, and districtwide programs.

LICENSES AND CERTIFICATES

- Valid California driver's license required
- Valid California Teaching Credential required
- Valid California Administrative Credential required