

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Position Description: Assistant Superintendent, Instructional Services

DEFINITION:

Under the general direction of the Superintendent, serve as the chief instruction officer of the District to plan, organize and direct all elementary and secondary education programs, special education and pupil services, technology services, as well as supervise and evaluate the Directors in support of these programs, and other related areas.

EXAMPLES OF DUTIES:

- Provide general supervision and leadership to all aspects of the District's educational programs, site-based operations, and related support services.
- Facilitate district-wide implementation of the mission, vision, values, and goals, in accordance with the fundamental principles of a professional learning community.
- In conjunction with the Superintendent, enhance the program of public relations by serving as the educational leader responsible for the interpretation of the programs, philosophy, and policies of the District to staff, students, and community at large.
- Provide oversight of instructional materials selection and maintenance, special education services, technology initiatives, counseling, child welfare and attendance efforts, preschool, childcare grant acquisition; English language development, summer school program, and parent education and involvement activities.
- Provide oversight of student assessment programs, such as, STAR, AP, GATE identification, Physical Fitness, CELDT.
- Complete required documentation as mandated by the State and Federal requirements in the areas including but not limited to Title I, Title II, Title IV, Title V, GATE, Adult Education, EIA, ELAP, McKinney-Vento Homeless Program, and other existing grant provisions.
- Supervise the District's school programs, including: providing training and information regarding Single Plan for Student Achievement (SPSA) to all schools; reviewing the schools' plans for quality and compliance issues and focus on equitable academic achievement of student racial/ethnic and socioeconomic subgroups; make site visitations; assist with operational and community issues; present reports to the Superintendent and Board of Education.
- Evaluate formative and summative assessment data in planning for the improvement of the District's curriculum and the achievement of the District's students.
- Formulate and encourage effective curricular programs that will improve instruction in conjunction with supervisory staff, principals, and teachers.
- Keep informed as to the operation of the instructional programs in all the schools for the purpose of evaluating the instructional programs and for improving teaching procedures through conference, demonstration, and other supervisory techniques.
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the District.
- Initiate and administer professional development programs in conjunction with supervisory staff and principals.
- Coordinate planning of staff development programs designed to meet specific identified needs of schools, programs, or job functions.

- Prepare drafts of needed Board policies and administrative rules for Superintendent's approval or submission to the Board of Education.
- Provide general supervision of elementary and secondary administrative and teaching personnel.
- Supervise and coordinate the activities of the Special Education and Education Technology Departments.
- Represent the District in collaborative projects with parent groups, community organizations, ROP, county, state, and federal agencies and higher education.
- Develop a system that regularly reviews and monitors policies, procedures, and practices to ensure all operational and academic endeavors are continuously aligned and improved.
- Monitor NCLB regulations, such as the Local Education Agency (LEA) Plan, and serve as the liaison for services provided to the private schools.

QUALIFICATIONS:

Knowledge of:

- Curriculum supervision and program evaluation
- Current educational issues and practices
- Effective management strategies
- Change management tactics
- Myriad of forces and pressures impacting education
- Laws and administrative regulations applicable to K-12 public instruction
- Principles of organization, supervision, and training

Ability to:

- Communicate ideas and directives clearly and effectively
- Work harmoniously and productively with individuals and groups
- Organize and conduct meaningful and productive meetings, utilizing time as efficiently as possible
- Plan and be responsible for delivery of meaningful and effective professional development programs
- Utilize extensive staff participation in problem-solving
- Execute excellent planning, organization and evaluation skills
- Present appropriate professional recommendations on curriculum and instruction related issues
- Make sound and practical decisions
- Develop appropriate long and short range goals and set priorities
- Provide a positive leadership example for personnel and for students
- Be an advocate for the District in the community and in the State
- Generate confidence and trust
- Use interest-based problem solving strategies where appropriate
- Inspire high standards and academic excellence

Experience:

- A minimum of five (5) years of successful teaching experience
- A minimum of five (5) years of progressively responsible and successful administrative experiences

Education:

- Graduate study or degree beyond the Bachelor's Degree with significant specialization in the field of educational administration, curriculum, or related field. Doctorate preferred.

Licenses:

- Valid California teaching or pupil personnel services credential
- Valid California Administrative Services Credential
- Valid California driver's license

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

PERSONAL QUALITIES:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Excellent interpersonal skills
- Good organizational skills
- Good communication skills
- Decisiveness
- Commitment to high staff morale
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Creativity in problem solving

Directly Responsible to: Superintendent of Schools

Work Year: The Assistant Superintendent, Instructional Services, has a 12-month work year with vacation, sick leave, and other benefits in accordance with State law and school District policies.