

## **Job Description – Assistant Superintendent of Educational Services and Accountability**

**Basic Function:** Under the direction of the Superintendent, the Assistant Superintendent of Educational Services will provide leadership for the District’s Educational Services Division. The Assistant Superintendent will be responsible for providing service-based organizational support to schools within the context of adopted District goals and site plans. The Assistant Superintendent shall be responsible for providing organization services to departments and sites that are results-oriented and collaborative.

### **Representative Duties:**

#### Principal Responsibilities:

- Assists the Superintendent in the development and implementation of the District’s educational program and curriculum; plans and directs the operation of the Educational Services Division.
- Develops and implements Board Policy and Administrative Regulations related to the Educational Services Division.
- Directs instructional supervision activities; is responsible for the development, maintenance, and implementation of District instructional policies and programs.
- Advises management team members on instruction and curriculum matters.
- Under the direction of the Superintendent, may serve on the bargaining team and assist with contract administration issues, grievances, and related issues.
- Assists with the recruitment, examination, selection, or assignment of teacher, principals or other certificated personnel involved in the instructional program; assists in recruiting, hiring, and evaluating all teaching and support staff personnel; and coordinates the evaluation of Educational Services Division personnel.
- Plans and directs District development activities and disseminates information to the administrative staff and teachers on staff development strategies and activities; provides for staff development in effective instruction and assessment.
- Provides assistance and support to sites in areas of teacher assignment, staff development, and professional growth (for example, Induction and credential requirements).
- Assists in the facility planning of district and/or school extracurricular activities related to, and as an outgrowth of, the instructional programs of the District.
- Oversees the District’s educational technology program, providing direction to the District Network Supervisor and the District Student Information System Specialist (for example, CALPADS and Aeries/Student Information System).
- Oversees and supervises District and State Assessment Programs (for example, CAASPP, ELPAC, Physical Fitness Testing, CA Dashboard, CAST, and CAA).
- Responsible for assuring District compliance with Board policies, regulations, and laws pertaining to Educational Services.
- Under the direction of the Superintendent, oversees the Local Control Accountability Plan (LCAP). Coordinates the development and publication of the School Plans for Student Achievement (SPSA’s).
- Responsible for the operation and supervision of all local, state, and federal programs including Title I, II and III, English Learner, Gifted and Talented Program, Multi-Tiered Systems of Support (MTSS) and others.
- Develops budget recommendations and controls for the Educational Services; keeps informed of

the state of financial aid for Educational Services; establishes procedures for requisitioning, ordering, and paying for Educational Services equipment and supplies; maintains a permanent inventory of Educational Services equipment and materials; approves all supplies, materials, texts, and tests used by Educational Services personnel; and makes recommendation on design, furnishings, equipment, and location of new Educational Services facilities.

- May be required to attend School Board meetings in closed session.
- Maintains knowledge of current laws, research and procedures in areas related to the Educational Services Division, and provides the Governing Board, administrative staff, employees and other interested parties with information related to instruction and curriculum; serves as a liaison with employees, the public, business, and outside agencies in areas relative to the Educational Services Division and other areas as directed by the Superintendent.
- Assumes a leadership role in the development and implementation of Educational Technology to improve instruction and learning.
- Assumes responsibility for own professional growth and development; stays apprised of current research, literature, and improved techniques; and participates in professional meetings and conferences.
- Performs other administrative duties as assigned by the Superintendent.

#### Other Duties:

- Performs related duties as assigned.

**Knowledge and Abilities:** Demonstrated knowledge, experience and understanding of: Operating procedures of a school district; principles, practices, and techniques related to areas of responsibility; applicable federal, state and local laws, regulations and procedures; principles and practices of organization; administrative and personnel management; school and community partnerships; K-8 curriculum areas, strategies, implementation and development; current developments in the use of educational technology to improve instruction; staff development strategies and techniques; appropriate instructional strategies and techniques.

Organize and present ideas effectively in oral and written form; maintain effective, cooperative working relationships with administrators, certificated, and classified employees, parents, students, board and community members; effectively represent the District in school and community interests; plan, organize, and direct programs, services and projects related to areas of assignment under the direction of the Superintendent; prepare clear, complete, and concise reports and proposals; analyze situations carefully and adopt effective courses of action, after consultation with the Superintendent; supervise, train, and evaluate assigned staff; and ability to work under pressure and meet deadlines.

Adeptness in dealing effectively with employees, community members, and board members on a one-to-one basis and in groups; effective oral and written communication skills; ability to forge cooperative relationships with community members, staff, and other public agency personnel; demonstrated support of board and District goals.

**Education/Experience:** Valid California Teaching Credential and California Administrative Services Credential. Increasingly responsible administrative experience required. Direct district level experience in administration of curriculum and instruction, instructional leadership, and supervision of educational programs and personnel preferred. Teaching experience required and site administration experience desirable.

#### **Physical Demands And Working Conditions:**

**Mobility:** Must possess mobility of arms to reach and dexterity of hands to grasp and manipulate small objects such as would be needed to use a pen or a keyboard. Must possess sufficient mobility to operate a vehicle, to travel to school and community sites, and other meetings at a wide variety of locations. There is a frequent requirement to attend meetings and make presentations which may involve prolonged periods of sitting and standing.

**Vision:** Must possess vision (which may be corrected) to read small print and computer screens.

Speech/Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussion and questions during public and school meetings. The individual is required to speak clearly and distinctly, to make lengthy oral presentations and to converse by telephone.

Mental/Emotional: The individual is required to establish effective relationships with a wide range of people, to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.

Other Conditions: The individual is required to use a personal vehicle to visit school and community sites, to attend periodic evening meetings and/or to travel within and out of the county boundaries to attend meetings. The individual may be required to work for extended hours beyond a normal work day. This position is exempt from overtime compensation.

**Working Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities, and functions of the job, and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

**Classification:** 1403

**Number of Days:** 220

**Board Approval:** 05/25/2022 **Revised:**

**FLSA Classification:** Exempt

**Unrepresented Certificated Management Position**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.