

ASSISTANT SUPERINTENDENT OF EDUCATION SERVICES

DEFINITION

The Assistant Superintendent of Education Services is responsible for the management and coordination of curriculum, instruction, assessment, and professional development in the schools and programs across the District. This position provides the system oversight, consistency, and vision for a majority of the activities related to teaching and learning processes, and facilitates implementation of the District's mission and goals. The Assistant Superintendent supervises the Director of Curriculum and Instruction, Director of Student Support Services, Director of Information Services, and Child Development Program Coordinator; develops systematic approaches to improving student achievement based on testing and observation; works with outside agencies to meet all students' needs; and assists in implementing federal and state educational mandates. Acts as a key member of the Superintendent's leadership team.

The Assistant Superintendent of Education Services shall be the Chief Administrative Officer of Student Support Services, Information and Technology, Child Development Programs, and Instruction Departments and shall be directly responsible to the Superintendent.

EXAMPLE OF DUTIES

- Provide leadership in development and improvement of educational program; interpret the curriculum and assist principals in the supervision of instruction
- Implement quality instruction in all classrooms in the District
- Coordinates the activities of all personnel assigned to the Instructional Division
- Directs in-service education for certificated personnel and others working directly with students in the classroom
- Supervises the preparation of materials for all educational and pupil service publications
- At the direction of the Superintendent, participates in the formation of recommendations for Board Policy

- Acts for the Superintendent in the absence of the Superintendent
- Serves as an advisor to the superintendent and District personnel in matters pertaining to the various aspects of curriculum and instruction design and delivery systems.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District educational goals and objectives.
- Provides leadership in the development of processes, strategies and feasibility planning to ensure the necessary human and monetary resources are appropriately utilized in order to achieve the District planned results.
- Plans, organizes, develops and implements the instructional service goals and objectives, and establishes communication feedback systems and processes for monitoring and auditing functions and activities to ensure that priorities are pursued.
- Plans, organizes, develops, and assesses the District's progress toward the achievement of master educational planning goals and objectives.
- Plans, organizes and directs the District curriculum, and instruction design and development programs, instructional delivery systems, and the strategies and techniques for achieving optimal educational and instructional results.
- Provides leadership, support, and guidance to staff, district personnel and members of the educational community to effect thorough and complete communication relative to the educational design and delivery process, and to ensure that community advisory groups have had an opportunity to participate in educational assessment and evaluation processes.
- Plans, organizes, and directs research and development activities, including research and development, and the planning and forecasting of future instructional service programs.
- Reviews, audits, observes, monitors, and assesses the performance of management and resource personnel responsible for the various instructional service units.
- Plans, organizes, and directs the preparation of a variety of management reports in order to ensure thorough, complete, and effective communication and information systems.
- Plans, organizes, and implements instructional services budget planning guidelines and expenditure control strategies.
- Plans, develops, and conducts public and community relations programs pertaining to instructional programs functions and activities.
- Provides leadership and expertise in forming, guiding, and advising District advisory committees and groups.

- Maintains knowledge of current laws, research and procedures in areas related to the Education Services Department, and provides the Governing Board, administrative staff, employees and other interested parties with related information.
- Maintains expertise in curriculum development and remains knowledgeable about current practices, and trends through ongoing training, course work, and participating in workshops, in-service and conferences.
- Maintains responsibility for planning, coordinating and ensuring that all curriculum programs are carried to completion.
- Provides advice, consultation, and assistance to the professional staff in the development and execution of effective instructional methods and programs.
- Provides leadership in the development of instructional standards including proficiency of students.
- Supervises the adoption and ordering of new district textbooks including the organizing of instructional materials committees in accordance with district policy.
- Supervises the district-wide programs including library/media services, gifted education, testing and evaluation, limited English proficiency education, state and federal projects, and grant projects.
- Supervises the district's Child Development Programs.
- Assumes additional responsibilities, tasks and duties as may be determined by the Superintendent or his/her designee

QUALIFICATIONS GUIDE

Knowledge of:

- School operations and management
- Curriculum and instruction practices
- Local Control Funding Formula (LCFF), and Local Control and Accountability Plans (LCAPs)
- Supervision
- Staff development and training
- Effective communication strategies and techniques

Ability to:

- Effectively plan and administer the education services of the District

- Develop, interpret, and monitor program budgets and to evaluate and compare the costs associated with the delivery of education services
- Effectively promote parent involvement in planning and developing Local Control and Accountability Plans (LCAPs)
- Develop, monitor and maintain an effective community relations program
- Establish and maintain effective working relationships with the staff and the public, to speak and write effectively, and to plan, organize, and supervise the work of others

WORKING CONDITIONS

- Light to moderate physical effort
- Frequent standing or walking
- Periodic handling of light weight material
- Rapid paced work
- Moderate to high levels of stress
- Frequent evening meetings
- Frequent driving to District sites
- Primarily indoor office and school environment

Training and Experience

- Applicable credentials: Valid California Administrative Credential and Masters Degree
- Credential requirement to be supplemented by eight years of progressively responsible experience in school administration or other equivalent educational administrative experience.

Physical:

Ability to pass required District physical.

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)

- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, and/or computer keyboard at the required speed and accuracy

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 accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.