

ASSOCIATE SUPERINTENDENT, EDUCATIONAL SERVICES

DEFINITION

Under the direction of the Superintendent, the Associate Superintendent of Educational Services provides leadership in developing, achieving, and maintaining the best possible educational programs and student services. Responsible to and reporting directly to the Superintendent, the Associate Superintendent of Educational Services is a member of the Cabinet and Leadership Team; assists in the planning, coordination and evaluation of District policies and programs; directs the planning and evaluation of the TK-12 instructional program and assists the Superintendent in planning for the Curriculum Council and Instructional Planning Group.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Plans, organizes, and directs the functions of the educational services department.
- Assumes responsibility for budget development and long-range financial planning of this division.
- Plans, organizes, and directs staff assigned to the educational services department.
- Functions as a resource person to the Superintendent and the staff of the District.
- Develops long-range plans and projections relating to instructional programs.
- Establishes appropriate communication channels to and from all levels of the District organization.
- Plans, organizes, and directs articulation programs and activities, TK-12.
- Plans, organizes and implements professional development for staff directly involved with the instructional program, TK-12.
- Directs the planning and evaluation of the TK-12 instructional program.
- Evaluates Executive Director of Special Education and Executive Director of Pupil Programs and Services.
- Evaluates site principals.
- Coordinates services of the Los Angeles County Schools special consultants and other out-of-district consultants.
- Directs the development and the use of appropriate instruction.
- Develops and updates policies and procedures pertaining to the instructional program.
- Oversees the District counseling services.
- Represents the District in student expulsion hearings before the Governing Board.
- Provides counsel to site administration on student conduct and discipline.
- Prepares and presents reports on matters pertaining to instruction.
- Plans and directs student reporting procedures.
- Provides counsel to site administration and staff to ensure compliance with applicable laws, regulations, and standards.
- Plans and coordinates the elementary instructional music program.
- Plans, directs and evaluates District coordination of the G.A.T. E. program.
- Plans and coordinates a TK-12 special education.

- Plans and coordinates the Spanish summer school program.
- Plans the development of instructional guides, resources, materials, and other publications, TK-12.
- Supervises and coordinates TK-12 programs related to the selection, adoption, distribution and inventory of textbooks, supplemental books and other curricular materials.
- Conducts meetings as needed to interpret changes in Board policy or administrative rules and regulations, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility.
- Remains abreast of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
- Plans, organizes and facilitates instructional steering committees to monitor the progress of implementation plans and communicate it to all stakeholders.
- Supervises procedures of Section 504 of the Rehabilitation Act of 1973.
- Supervises the functions of the District library program, TK-12.
- Supervises the drama program at elementary sites.
- Supervises the art program at the elementary sites.
- Serves on teacher and administrator interview panels to hire the highest quality staff for the District.
- Attends all regularly scheduled Board meetings and special meetings as requested by the Superintendent.
- Serves as a resource for the Superintendent and the Board on instructional matters.
- Confers with parents/guardians about the progress, needs and problems of children and with community members generally regarding the needs of the District and the effectiveness of the TK-12 educational program.
- Distributes materials to the community that positively reflect the educational program of the District.
- Serves on the Peer Assistance and Review program.
- Oversees the selection and placement of student teachers and teaching interns in transitional kindergarten through twelfth grade (TK-12) classrooms through partnerships with contracted universities.

ABILITY TO:

- Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for the Educational Services Department.
- Oversee all administrative and support staff within the Educational Services Department.
- Oversee all programs administered by the Educational Services Department.
- Develop, implement and administer goals, objectives and procedures that provide effective and efficient educational services.
- Prepare and administer budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate all facets of the educational services program.
- Prepare clear and concise reports.

- Interpret and apply federal, State and local policies, procedures, laws and regulations.
- Analyze curricular and instructional needs and make recommendations to the Superintendent.
- Keep informed on the latest trends in teaching, learning and educational program development.
- Attend all regularly scheduled Board meetings and special meetings as requested by the Superintendent.
- Prepare and present reports to the Board of a curricular or instructional nature.
- Serve as a resource person for the Superintendent and the Board on educational services matters.
- Attend and participate in meetings of professional organizations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Accomplish other duties or responsibilities as assigned by the Superintendent.

EDUCATION AND EXPERIENCE:

- Possession of a Bachelor's Degree and teaching credential from an accredited college or university.
- Master's Degree preferred.
- Five years of recent educational administration experience, including at least two years in a supervisory role.
- Public school experience preferred.