

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DEPUTY SUPERINTENDENT OF EDUCATIONAL SERVICES AND SCHOOLS

BASIC FUNCTION:

The Deputy Superintendent of Educational Services and Schools will assist the Superintendent in meeting the demands of successfully operating the District. Within a culture of high expectations, collaboration, and stakeholder responsiveness, the Deputy is responsible for leadership and management of the educational operations of the District, the alignment of all educational programs and services to the district's learning vision, and the provision of equitable, high quality learning opportunities for all students.

ESSENTIAL DUTIES:

On behalf of the Superintendent, provides general supervision and leadership for all educational divisions and departments of the District and provides input to the Superintendent regarding operational improvements; provides leadership in the development of system-wide improvement strategies; oversees, directs and monitors progress within and across divisions/departments.

Supervises and Evaluates all applicable Education Services Program Directors and other administrators as assigned.

Provides leadership for implementation and monitoring of educational services; supports assessment and tracking of progress towards the District's strategic goals.

Provides leadership in the development, implementation, and evaluation of innovative school/educational improvement initiatives that are aligned to the District's strategic goals.

Supervises and evaluates the Assistant Superintendents of Schools (elementary and secondary).

Supervises and supports school operations and educational programs/services.

Leads and supports PreK-12 administrators in supporting principals in developing site LCAPs that align with the District's strategic goals.

Provides educational and administrative leadership that builds and supports a high performance education team by inspiring, integrating, and aligning the academic work of the District; develop and maintain clear and inclusive decision-making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools.

Provides leadership and direction to the development and management of Educational Services budgets (LCFF funded, Federal/State Categorical funded and grant funded).

Communicates and represents the district's vision and perspective internally and to the general public/community, as designated by the Superintendent.

Supports the development of a goal-oriented, comprehensive program of family and community engagement that supports the academic achievement of all students and meets local, state, and federal mandates; provides coordination, support, and training for the engagement of all parents, families, and community members.

Supports the development of policies and practices that promote educational equity for all students and families.

Leads, manages, and/or participates in integrated planning efforts including cross-functional issues and projects which require inter-department coordination. Ensures integration of all appropriate internal staff in key decision-making and implementation processes including, but not limited to, policy and procedures, staffing, budget development, equitable access, data synthesis and analysis, program evaluation, and the application of continuous improvement methodologies.

Provides technical expertise regarding assigned functions.

Formulates, develops, and/or reviews existing policies, administrative regulations and procedures.

Develops and implements long and short-term plans and activities for assigned areas and the District.

Provides advice and counsel to the Superintendent, Board, and others as appropriate on matters pertaining to assigned areas of responsibility.

Communicates with other administrators, District personnel, and external partners/contractors to coordinate activities and programs; resolve issues and conflicts and exchange information.

Provides leadership and helps facilitate the recruitment of members for and organization of committees and collaborative work teams; represents the District on committees and task forces as appropriate.

Provides advice and counsel to the Superintendent and serves as his/her staff adviser on a wide-ranging array of matters pertaining to the design, development, implementation and evaluation of educational programs and services.

Ensures that necessary reports are prepared and distributed, including reports for State, Federal, and other funding source compliance purposes; stays current on rules, regulations, and other requirements for compliance; develops and assists with developing District policies to ensure compliance.

Assists the Superintendent in the organization of School Board meetings, executive sessions, and committees in support of School Board activities and governance as needed

Collaborates with senior leadership to maintain positive relationships with labor partners and to review, analyze and determine appropriate responses to collective bargaining issues.

Serves as a resource and information liaison for the Board of Education, Superintendent, District Executive Leadership, school and District staff, District advisory committees, parent and community groups, and State and Federal agencies.

Facilitates weekly Learning System Leadership Team

Attends or participates in all required District, Board and committee meetings and other activities deemed necessary by the Superintendent.

Supervises and evaluates the performance of assigned management staff; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Serves as a member of the Superintendent's Cabinet and Executive Staff.

Attends necessary job related conferences held by County, State, and other agencies or departments.

Performs related duties consistent with the scope and intent of the position.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education Administration

State frameworks, curriculum, instruction, assessment, and school improvement initiatives.

National, State, and District educational goals and standards.

Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.

Effective school concepts and principles.

Educational research and evaluation, particularly measurement theory, statistics, research design, and evaluation theory.

Continuous improvement theory and practices

Project management theory, software systems, and practices

Theories and practices of team development

Principles of educational reform, research and evaluation, program monitoring, data synthesis, analysis, and reporting.

District strategic goals, educational initiatives, programs, and policies.

District policies related to standards, assessment, accountability, planning, curriculum and instruction, educational services, and related areas.

Large-scale student information data systems.

Research and proven best practices in areas of closing/eliminating the achievement and opportunity gaps and meeting the diverse needs of students.

Culture, life styles, education, and social needs of ethnically diverse families.

Research methods, report writing, and presentation.

Effective staff development programs and strategies.

Instructional methodologies, strategies, and curriculum standards.

Academic accountability systems and services.

Budget preparation and control.

School district organization, operations, and objectives.

Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, and state frameworks.

Effective oral and written communication strategies.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies, and techniques.

Organization, functions and objectives of the District. Education Code, Board Rules, District policies and procedures and collective bargaining agreements.

School plant operations and appropriate supportive services required to assure operational effectiveness.

Employee organization contracts.

ABILITY TO:

Provide data and interpretation to support decisions related to the improvement of educational programs.

Deliver high quality and high-efficacy services.

Assist with the integration of professional learning and curriculum implementation.

Analyze statistical data for trends and student performance in various programs, and develop strategies for improved student improvement.

Utilize technical skills and interpersonal competence in problem-solving.

Cope effectively with crisis situations and make immediate, sound judgement decisions.

Collect, synthesize analyze, and effectively communicate complex data and related information to a broad base of constituents.

Work respectfully and effectively with District personnel, community representatives and students.

Keep current about related educational research, innovations, and trends, as well as applicable federal, state, and district laws, rules, regulations, and procedures.

Lead school improvement initiatives that close student achievement and opportunity gaps between racial, ethnic, and economic groups.

Work independently, coordinate multiple activities simultaneously, and work flexible hours.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community.

Exercise effective decision-making and problem-solving.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt a legally sound, effective course of action.

Plan and organize work to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy. Plan, organize and administer a wide variety of major organizational units involving business, finance and instruction. Exercise judgment and discretion in interpreting and applying policies and procedures.

Work independently with little direction.

Plan and organize work.

EDUCATION AND EXPERIENCE REQUIRED:

Minimum of a Master's degree with major coursework in education administration, public from an accredited college/university. Seven years of increasingly responsible management experience in a school system.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Provide personal automobile and proof of insurance.

Administrative Services Credential required.

WORKING CONDITIONS:

ENVIRONMENT

Office environment

Driving a vehicle to conduct work

Must be willing to attend evening/weekend meetings or activities

BOARD APPROVED: