

<i>Position: Assistant Superintendent</i>	<i>FLSA: Exempt</i>	<i>Work Days: 223</i>
<i>Reports to: Superintendent or Designee</i>	<i>Salary: Management Salary Schedule – Range C</i>	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the Superintendent or designee the Assistant Superintendent plans, directs, manages and oversees all activities and operations in their assigned department(s); supervises other departments as directed by the Superintendent; and provides responsible and complex administrative support to the Superintendent or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- *Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and Theory of Action.*
- *Plan, direct, manage and oversee all activities and operations related to assigned department(s); supervise and direct staff; recommend, administer, and when needed, update policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.*
- *Manage the development and implementation of goals, objectives, policies, and priorities for assigned department(s).*
- *Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of district policies and practices; develop a system that regularly reviews and monitors district policies, practices and procedures to ensure services and programs are continually aligned and improved; allocate resources accordingly.*
- *Provide technical and intellectual expertise regarding assigned functions; formulate and develop practices and procedures.*
- *Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.*
- *Supervise, train, motivate and evaluate assigned personnel and provide clear expectations for professional growth; provide or coordinate staff training; work with employees to correct deficiencies; discipline subordinates as appropriate.*
- *Guides lower level managerial and supervisory staff in supervisory practices and may serve as a reviewer of evaluations.*
- *Participate in the development and administration of the budget for assigned department(s); forecast funds needed for staffing, equipment, materials, and supplies; authorize expenditures in accordance with established guidelines to ensure effective and efficient use of materials, budgets and human capital to accomplish district goals and objectives; implement budgetary adjustments as appropriate and necessary.*

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- *Oversee preparation and maintenance of a variety of narrative and statistical reports, records and files; explain, justify and defend programs, policies, and activities related to assigned department(s); negotiate and resolve sensitive and controversial issues.*
- *Analyze and use data to develop long and short-range plans to improve systems and processes.*
- *If requested, serve as a member of the Superintendent's cabinet to ensure all district actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to established district policy.*
- *Provide staff assistance to the Superintendent; participate on a variety of boards, commissions and committees as requested; prepare and present staff reports and other necessary correspondence.*
- *Represent the District to the Board of Trustees and outside agencies on matters related to assigned department(s); coordinate activities with those of other districts and outside agencies and organizations as requested.*
- *Attend Board meetings; prepare and present information at Board meetings as requested.*
- *If requested, serve as a District representative in the collective bargaining process for any/all bargaining units*
- *Attend and participate in professional group meetings; stay abreast of changes and new developments in education.*
- *Respond to and resolve difficult and sensitive parent and community inquiries and complaints.*
- *Visit school sites and classrooms on a regular basis.*
- *Establish and lead interdepartmental teams to address complex district issues; create and monitor a culture of collaboration and continuous improvement soliciting feedback from staff, families, students and the community.*
- *As required, assist Principals in the development of school programs.*
- *Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict; present draft proposals to the Superintendent.*
- *Promote alignment and continuity of systems and processes to identify and encourage leadership potential*
- *Perform related duties and responsibilities as required.*

QUALIFICATIONS

Knowledge of:

- *Education programs and curriculum.*
- *College and Career readiness metrics.*
- *Strategies and best practices to eliminate the achievement gap, disparity and disproportionality.*

Assistant Superintendent – Continued

- *Technical aspects of field specialty.*
- *Management skills to analyze programs, policies and operational needs.*
- *Conflict resolution strategies and team building principles and techniques.*
- *Principles and practices of program development and administration.*
- *Principles of supervision, training and performance evaluation.*
- *Principles and practices of budget preparation and administration.*
- *Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.*
- *Education code related to assigned department(s).*
- *Correct English usage, grammar, spelling, punctuation and vocabulary.*
- *District organization operations, policies, goals and objectives.*

Ability to:

- *Apply an exemplary work ethic directed at continuous learning and improvement.*
- *Be deeply committed to learning and to teaching others.*
- *Demonstrate character and honesty.*
- *Demonstrate loyalty and high ethical standards.*
- *Demonstrate and prize integrity.*
- *Show self-control, especially under pressure.*
- *Maintain confidentiality.*
- *Be willing to go the extra distance for the organization; believe that individual success is the byproduct of placing the organization first.*
- *Utilize data in conjunction with instinct to take action and do what is right.*
- *Work independently with little direction.*
- *Utilize collaboration as the tool to accomplish more.*
- *Face uncertainty and ambiguity as opportunities to experience, learn and grow.*
- *Implement systems, structures and protocols for clarity.*
- *Lead and direct the operations, services and activities related to assigned department(s).*
- *Develop and administer, department goals, objectives, and procedures.*
- *Plan, organize, direct and coordinate the work of direct reports.*
- *Delegate authority and responsibility.*
- *Plan and organize work to meet schedules and deadlines.*
- *Supervise, train, motivate and evaluate assigned personnel.*
- *Give corrective feedback in a manner that inspires accountability among colleagues and direct reports.*
- *Identify and respond to community and District issues, concerns and needs.*
- *Prepare clear and concise administrative and financial reports.*
- *Prepare and administer large and complex budgets.*
- *Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.*
- *Relentlessly seek improvement through our Cycle of Continuously Learning and Improvement.*
- *Research, analyze, and evaluate new service delivery methods and techniques.*
- *Interpret and apply Federal, State and local policies, laws and regulations.*
- *Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures.*
- *Communicate clearly and concisely, both orally and in writing using tact and diplomacy.*
- *Demonstrate respect for each person in the organization.*
- *Establish and maintain effective working relationships with those contacted in the course of work.*

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- *Maintain professional relationships with the Board of Trustees, Superintendent, other members of cabinet, parents, community members, colleagues, staff and school-related outside agencies.*
- *Work collaboratively and build positive relationships with a diverse range of stakeholders*
- *Translate theory into action.*

- *Maintain effective audio-visual discrimination and perception for:*
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment*
- *Maintain mental capacity which allows the capability of:*
 - *Making sound decisions*
 - *Demonstrating intellectual capabilities.*

PHYSICAL ABILITIES

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- *Education: Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, public administration or a related field.*
- *Experience: Five years of increasingly responsible experience in education, including at least two years of administrative experience at the Principal level or higher, or the equivalent.*

LICENSES AND CERTIFICATES

Valid California driver's license

Valid California Teaching Credential preferred

Valid California Administrative Credential preferred