

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

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

OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the Superintendent or designee the Associate Superintendent plans, directs, manages and oversees ~~To plan, direct, manage and oversee~~ all activities and operations in ~~their assigned department(s) School Leadership and Support, including curriculum development, professional development, the assessment plan, the LEA plan; related Board Policy; to supervise and direct categorical programs; to coordinate assigned activities with each school site;~~ supervises other ~~divisions/~~departments and programs as directed by the Superintendent; and ~~to~~ provides responsible and complex administrative support to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and ~~Theory~~ *Theories* of Action.
- Plan, direct, manage and oversee all activities and operations related to ~~assigned department(s) the District’s curriculum development, instructional staff development, assessment plan and LEA plan;~~ supervise and direct ~~staff special education and categorical programs;~~ recommend, and 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 ~~each~~ assigned ~~department(s) service area.~~
- Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of ~~instructional support services, methods and procedures~~ *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.*
- ~~Plan, direct and coordinate all activities related to instructional and education services; coordinate school site and district instructional staff development activities;~~ Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- ~~Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.~~

Associate Superintendent – Continued

- ~~Select~~ *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; ~~implement discipline and termination procedures~~ *discipline subordinates as appropriate*.
- Participate in the development and administration of the budget *for assigned department(s)*; forecast funds needed for staffing, equipment, materials, and supplies; ~~approve expenditures~~ *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*; ~~and~~ implement budgetary adjustments as appropriate and necessary.
- ~~Supervise and direct the research and write grant proposals; prepare reports on program progress.~~
- *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 ~~instructional services~~ *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.*
- *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; 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) curriculum*; 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*
- ~~Oversee and direct the adoption of new curriculum and textbooks.~~
- ~~Participate in a variety of meetings related to School Leadership and Support, assist schools with school plan development; provide information during in-service training.~~
- Attend and participate in professional group meetings; stay abreast of changes and new developments in education ~~and school curriculum~~.
- Respond to and resolve difficult and sensitive parent and community inquiries and complaints.
- *Visit school sites and classrooms on a regular basis.*
- Perform Superintendent's duties in the absence of the Superintendent *as requested*.
- *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.*

Associate Superintendent – Continued

- *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.
- ~~Common Core.~~
- College and Career readiness *metrics*.
- Strategies and best practices to eliminate the achievement gap, disparity and disproportionality.
- ~~Innovative instructional methods and techniques.~~
- ~~Teaching techniques.~~
- 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.
- ~~State and Federal laws related to categorical programs.~~
- Pertinent Federal, State, and local laws, codes and regulations *and the district's collective bargaining agreements.*
- Education code ~~regulated to instruction and curriculum~~ *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 ~~instruction~~ *assigned department(s).*
- Develop and administer, department goals, objectives, and procedures.
- Plan, organize, direct and coordinate the work of ~~lower level~~ *direct reports.*

Associate Superintendent – Continued

- Delegate authority and responsibility
- *Plan and organize work to meet schedules and deadlines.*
- **Select**, Supervise, *train, motivate* and evaluate **staff 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 Continuous 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.
- *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 Training:** 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:** Seven years of increasingly responsible experience in education, including *at least* three years of administrative experience *at the Principal level or higher, or the equivalent.*

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LICENSES AND CERTIFICATES

Valid California driver's license ; ~~provide personal automobile and proof of insurance.~~

Valid California Teaching Credential preferred

Valid California Administrative Credential preferred ~~Possession of an Administrative Credential issued by the State of California~~